



ევროკავშირი
საქართველოსთვის
Skills4Jobs



ახადგაზრდობის
სააგენტო



საქართველოს ეკალებაზრდულ
მუსამართის ასოციაცია

TERMS OF REFERENCE (ToR)

Call for tenders

**on the Selection of organization/company for the implementation of
Knowledge Exchange Scheme between Georgian and EU stakeholders**

1. BACKGROUND/PROJECT DESCRIPTION

Konrad Adenauer Stiftung (KAS) together with the partners – Save the Children Georgia, Youth Agency of Georgia, and Youth Workers' Association of Georgia – is implementing a project "Skills for Success" funded by the EU "Skills4Jobs" Program. The goal of the project is to contribute to fostering the employability of disadvantaged youth Not in Education, Employment or Training (NEETs) by supporting state efforts on youth employability in Tbilisi, Kakheti, Shida Kartli, Guria, and Racha-Lechkhumi regions of Georgia.

To reach its objective the project aims to strengthen competencies and pre-requisites for non-formal education and skills, increase employability capacity among youth, and promote entrepreneurship.

The duration of the project is 36 months: from September 1, 2020 to August 31, 2023.

1.1. SPECIFIC OBJECTIVE OF THE PROJECT:

The specific objective is to support entrepreneurial and market-driven skills development and retention of NEETs, particularly disadvantaged youth and women, through non-formal education, career guidance, and active international partnership.

1.2 PROJECT RESULTS:

In order to achieve the specific objective the project seeks to:

1. To build competencies and pre-requisites for the non-formal education and skills of the target youth;
2. To increase employability capacity among youth;
3. To build international network for educational resource and best practices exchange.

1.3. PROJECT ACTIVITIES

The project will achieve the planned results through the following activities:

Result 1:

- 1.1.** Professional tools and **methodologies** for mobile YWs incl. updated Youth Work Competency Framework¹ are designed and developed;
- 1.2.** Designed, developed and updated gender sensitive entrepreneurial learning/**training resources**.

Result 2:

- 2.1** NEETs' enhanced and developed **entrepreneurial skills**;
- 2.2** Functional **Youth Innovation Lab** for disadvantaged youth to catalyze entrepreneurial sustainable solutions;
- 2.3** Functional **youth** training, career guidance and support **services in 4 target locations** (Kahketi, Shida Kartli, Guria and Racha-lechkhumi).

Result 3:

- 3.1 Digital **exchange platforms** for NEET following labor market and international trends;
- 3.2** Active knowledge exchange scheme (KES) between EU member states (MS) and Georgian experts/organizations, incl. analysis and communication of best practices;
- 3.3 Developed concept and inception of International **Youth Policy Dialogues** (YPD) producing policy recommendations via key stakeholder consultation.

2. GENERAL INFORMATION ABOUT THE ASSIGNMENT

The present tendering procedure aims to select Provider(s) to support the implementation of the Knowledge Exchange Scheme (KES) in the frame of the Project according to the already elaborated KES Concept.

The objective of KES is to promote self-development and capacity of the target groups of the project and ensure the success of their activities through creation of working and sustainable knowledge exchange schemes between Georgian and European stakeholders. The main purpose of knowledge exchange is to connect practitioners and create the scheme where Georgian and EU counterparts discuss their activities, learn from each other in order to improve the outcomes of their work. Knowledge exchange scheme will ensure continuous learning and implementation of innovative approaches.

The Concept has already been elaborated and provides the information about the target directions, outcomes, outputs and deliverables, tentative activities, timeframes and budget, as well as monitoring and evaluation plan. KES must be implemented in accordance with the Concept (Annex 3 attached).

The assignment contributes to achievement of the Result 3 (3.2) described above.

¹<https://youthplatform.gov.ge/storage/8/%E1%83%90%E1%83%AE%E1%83%90%E1%83%9A%E1%83%92%E1%83%90%E1%83%96%E1%83%A0%E1%83%93%3%E1%83%A3%6E1%83%9A%6E1%83%98%6E1%83%6A1%6E1%83%90%6E1%83%A5%6E1%83%98%6E1%83%98%6E1%83%90%6E1%83%9C%6E1%83%9D%6E1%83%91%6E1%83%98%6E1%83%A1%6E1%83%A1%6E1%83%90%6E1%83%99%6E1%83%95%6E1%83%90%6E1%83%9C%6E1%83%AB%6E1%83%9D%6E1%83%99%6E1%83%9D%6E1%83%9B%6E1%83%9E%6E1%83%94%6E1%83%A2%6E1%83%94%6E1%83%9C%6E1%83%AA%6E1%83%98%6E1%83%94%6E1%83%91%6E1%83%98%6E1%83%A1%6E1%83%A9%6E1%83%90%6E1%83%A0%6E1%83%A9%6E1%83%94%6E1%83%9D%6E1%83%93%6E1%83%9D%6E1%83%99%6E1%83%A3%6E1%83%9B%6E1%83%94%6E1%83%9C%6E1%83%A2%6E1%83%98%2016%28%6E1%83%A1...pdf>

2.1. Similar initiatives in the country

Exchange of the knowledge and experience between Georgian and EU counterparts has been a main goal of the specific programs of several EU projects (*EU4Youth; European Solidarity Corps; EVS - Volunteering activity, Erasmus+, Salto Youth, etc*) in Georgia. These specific projects aim to:

- Foster youth employment and societal change through Social entrepreneurship and promote the development of young social entrepreneurs, notably with a view contributing to social cohesion, employment, decent work, inclusion, and reduction of inequalities;
- Enhance youth education, employment and entrepreneurial opportunities;
- Strengthen state-civic cooperation over youth education, employment and entrepreneurship issues through advocacy and capacity-building of government institutions;

Above-mentioned initiatives are conducting through variety of actions, including trainings, capacity building, fellowships, support to policy dialogue, as well as providing grants to organisations active in these areas.

The similar initiative in the form of the knowledge exchange scheme does not exist.

2.2 The information about the beneficiaries of the project in Georgia

Entrepreneurs

In the recent years, the promotion of entrepreneurship has become a priority in Georgia. According to the data of SME Development Strategy of Georgia 2016-2020² the number of active enterprises amounted to 70 760, out of which 6 170 are medium and 60 640 small-sized enterprises. Although, it is believed that the youth-led enterprises have been increasing in the recent years, there is no statistical data.

Nowadays the technological development and innovations is an important factor to improve the competitiveness and productivity of the companies, therefore special focus is on startups – defined as a business in its initial phase of development, which develops innovative products or services by using modern technologies.

Setting up and development of startups in Georgia, that would promote the improvement of business activity, employment and the economic growth, has been an important priority of the country since 2016. Consequently, Georgia started to establish an eco-system to develop startups with the goal to establish a common entrepreneurial environment, encourage novice businesses, and developing the product in the country to be a milestone on the Georgian and foreign markets. It is noteworthy that, despite the state efforts and the fact that SMEs make up the largest share of enterprises, their contribution to GDP is still low and their performance remains weak.

The young entrepreneurs need to be supported in terms of building knowledge and skills, introducing innovations and up-to-date technologies to boost their businesses

² http://www.moesd.gov.ge/uploads/files/2017/ek_politika/eng_sme_development_strategy.pdf

and empowering to produce better outcomes. The situation related to COVID-19, which reduced the opportunities for development, have mostly affected small enterprises and startups.

Young people Not in Education, Employment, or Training" (NEETs).

The difficult economic situation in Georgia has negatively affected youth economic participation. Youth poverty incidence is still on the rise and the youth unemployment rate is over 30%. There are up to 10 000 NEETs (disadvantaged youth) in Georgia.

The NEETs in Georgia belong to one of the most disadvantaged groups of the society and are mostly left out from the targeted efforts of governmental and non-governmental sectors, aimed at empowering and capacitating the youth in Georgia. As most of the NEETs are not aware of the existing opportunities for self-growth and development, there is need to reach out to them in different manner other than opening call for different programs.

Based on the findings from the Save the Children 2018 Labor Market Assessment, “skill gap”, which is the difference between skills demanded by the market and the degree to which job seekers possess these skills, is especially wide in Georgia, and particularly in rural areas, and proves to be an important impediment to securing employment among youth.

It is important that according to the World Economic Forum’s The Future of Jobs Report³, Skills gaps continue to be high as in-demand skills across jobs change in the next five years and the pace of technology adoption is expected to remain unabated and may accelerate in some areas.

The forecast for labor market also shows that in the next five years (2021-2025) digital professions and digital skills will be the among the top ones, highly increasing the opportunities for employment.

The NEETs need to be supported in terms of raising awareness of the opportunities that exist in the field of professional and non-formal education, in order to acquire the knowledge and skills that will facilitate their employability. In this regard, digital skills and professions are well-tailored to be acquired by the disadvantaged youth.

The project “Skills for Success” prioritizes the NEETs (disadvantaged youth) and envisages setting up the youth innovation labs (YIL) in the regions of Georgia in order to enhance the entrepreneurial skills of the target youth. The youth labs are spaces where the disadvantaged youth further learn and develop new skills. Talents will be selected from the innovation labs through the ‘innovation readiness’ assessment checklist. SC will organize YILs in each of the 4 target regions (excluding Tbilisi). The 200 youth (talents) will be selected (for their interest in entrepreneurship and demonstrated relevant skill) and go to the Youth Innovation Lab for developing their entrepreneurial ideas. Part of graduates of the YIL will be awarded scholarships developing projects based on their entrepreneurial ideas and later pitch at different

³ <https://www.weforum.org/reports/the-future-of-jobs-report-2020>

marketplaces. The NEETs from the YIL should be envisaged and prioritized in the KES activities.

Vocational Education and Training (VET).

There are 66 vocational educational establishments in Georgia (State authorized professional colleges – 18, Colleges founded by state equity participation – 7 and private authorized colleges – 41).⁴ According to the National Statistics Office of Georgia, each year, more than 10 000 persons graduate from vocational educational establishments.

One of the main challenges VET system in Georgia faces are low interest of young people in professional education and negative attitude of the society towards vocational education. One of the objectives of the Unified Strategy of Education and Science is to increase the number of vocational students in order to strengthen social and economic development of the country. The two strategic specific objectives include: 1. Compliance of vocational education with the labor market needs and 2. Promoting vocational education and increasing its attractiveness⁵. In addition, the Ministry of Education has added the module of entrepreneurship as mandatory to all programs since 2019, in order to encourage the graduates, take up their own initiatives after acquiring the profession.

In 2018 the ISR conducted the research for the Ministry of Education, Science, Culture and Sports of Georgia on the graduates of the vocational professionals establishments⁶. According to the research the employment rate after the graduation is up to 60%, although up to 50% of them were employed or self-employed before they started their studies at VETs. In addition, the monthly income of 54% of graduates is less than 600 GEL (which is below the national average salary). The top professions are – Agriculture; Auto mechanic repair / diagnostics, Tourism. Although, some of the colleges have programs in computer science and/or related fields the employability rate is not high in these directions.

The data shows that the educational programs in vocational educations (colleges) do not reflect the market needs and is not able to develop the up-to-date and most demanded knowledge and skills (such as digital professions and skills) to their graduates. Moreover, the professions the vocational students acquire are paid beyond the country average. Digital profession and innovation are not only the highly demanded professions on the market, but are an attractive and popular in the country, especially in the youth.

There is a gap opportunity to implement and promote digital professions in the professional educational establishments, reach out to the young people (especially disadvantage ones) and promote that acquiring these professions are available, realistic and promising for employability within the country as well as beyond them.

⁴ <https://mes.gov.ge/content.php?id=215&lang=eng>

⁵ <https://mes.gov.ge/uploads/files/TVET%20Annual%20Report%202019%20Year.pdf>

⁶ <http://mes.gov.ge/uploads/files/2017-kvleva.pdf>

Stemming from the fact, that the trend of digital education is relatively new and the forecast of the future of jobs is common worldwide, the knowledge exchange between Georgian and European entities would be useful for all parties. It will facilitate development of new approach, innovation and open ways to more targeted and scaled methods in their work.

3. SCOPE OF WORK

KAS is announcing the tender on the selection of organization/company for the implementation of Knowledge Exchange Scheme between Georgian and EU stakeholders according to the KES Concept.

Selected entity is expected to provide/complete the following performance deliverables:

- Elaborate comprehensive description and methodology for each activity listed in the Concept (see Annex 1 attached);
- Elaborate specific budget for each activity and submit to KAS for approval before implementation;
- Create monitoring and evaluation instruments for all outputs of the KES;
- Implement the KES activities together and in coordination with KAS according to the following Timetable of Activities:

Chapter 1. Awareness Raising Activities

Activity	Description	Deliverables	Responsible
1.1. Creating a leaflet	An inspirational/motivational leaflet is created for the NEETs, with the content that it is realistic to start entrepreneurship or build a career. Useful information and links, inspirational photos/stories included	1.1.1. Content of the leaflet (volume of content two A4 pages) is created. Layout elaborated. 1.1.2. Translation and layouting of Georgian version of the leaflet 1.1.3. Printing and distribution	1.1.1. Selected entity 1.1.2. KAS 1.1.3. KAS
Activity 1.2. Creating and adding content	Inspirational videos created and posted via youthplatform.gov.ge, links to European partner	1.2.1. - Video clips (10) - European partner organizations	Selected entity for links and video clips

to the Youth Agency Platform	organizations and their materials for youth workers, and social entrepreneurship websites with materials (mostly material based)	- Social entrepreneurship websites with materials (mostly material based)	Publishing to the website – help KAS with placing on KAS website
Activity 1.3. Mobilizing channels for awareness raising	Finding and contacting local, youth organizations (preferably working with NEETs directly) who will spread the content created within this block to their beneficiaries. At least three organizations. Linked to 2.3	1.3.1. Mapping the organizations 1.3.2. Contacting the organizations 1.3.3. Negotiation and sharing of the content	1.3.1. National expert

Chapter 2. Best Practices and Learning Materials - Activities

Activity	Description	Deliverables	Responsible
2.1.. Mapping international good practices through national and international networks (survey)	International good practices relevant to the project context and international networks will be mapped	1.1.1. Three pearl good practices are identified and 10 EU networks mapped 1.1.2. The report of good practices is elaborated	2.1.1. Selected entity 2.1.2 Elaboration – Selected entity, review and approval - KAS
Activity 2.2. Analysing good practices and materials (one day workshop)	Materials that are most relevant will be selected	2.2.1. 3 of good practice materials identified 2.2.2. 30 of pages	2.2.1. Providing materials – selected entity 2.2.2. Participation in making decision about the materials - KAS

Activity 2.3. Upscaling of materials through regions, partner organisations and regional colleges	Materials are spread to the YIL and regional colleges and Youth partner organisations	2.3.1. 500 leaflets (Elaborated in A 1.1.) 2.3.2. Good practices (digital) – (Elaborated in A 1.2.) Promotion on ToT	2.3.1. KAS 2.3.2. National expert
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Chapter 3 Capacity building and Skills training for Youth Workers

Activity	Description	Deliverables	Responsible
Activity 3.1 Designing the training program	ToT training program is designed for the Youth Workers working in the Innovation labs in Georgia.	3.1.1 Two days (6 hours x 2, excl break and lunch) (training program is elaborated 3.1.2. The training program is translated into Georgian (30 pages)	3.1.1. selected entity 3.1.2. KAS
Activity 3.2 Deploying the train-the-trainer program	ToT will be organized in Georgia for 20 youth workers and 8 innovation lab facilitators offline.	3.21. One national expert trainer is selected and contracted for running program twice 3.2.2. Practical and logistical details (accommodation, venue, food, equipment, materials) arranged 3.2.3. Translation and printing of materials (30 pages, preferably digital)	3.2.1. Pre-selection of trainers and presenting to KAS – selected entity, final selection and contracting – KAS 3.2.2. KAS 3.2.3. KAS
Activity 3.3 Evaluation of the train-the-trainer program plus suggestions for redesign	Trainers reports and trainer participants' questionnaires are analyzed and suggestions for redesign elaborated	3.3.1 Short survey and analysing the data of this survey. Defining list points for further improvement	3.3.1. Survey – selected entity 3.3.2. Analysis KAS and selected entity 3.3.3. List KAS and selected entity

Activity 3.4 Introductory/consultation meetings of youth workers with their EU counterparts	Arranging meetings with EU networks	3.4.1. Online matchmaking appointments between EU networks and youth workers	3.4.1. making the matchmaking, selection of EU counterparts and organization of appointments- selected entity
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Chapter 4 - Sectorial B2B Approach Activities

Activity	Description	Deliverables	Responsible
Activity 4.1. Linking Dutch and Belgian companies as a bridge to create knowledge exchange through the YEAs, for three sectoral domains (agri- and horticulture, hospitality and tourism, digital start-ups and EdTech)	Dutch and Belgian companies are linked to Georgian ones, knowledge exchange is created between YEAs and young entrepreneurs from the EU. Matchmaking appointments are arranged online.	4.1.1. 12 of matchmaking appointments arranged. Each YEA has one appointment	4.1.1. Identifying Dutch and Belgian companies and linking them to YEAs – selected entity; Technical scheduling of the meeting with YEAs - KAS

Chapter 5. Study Tours Activities

Activity	Description	Deliverables	Responsible
5.1. Study Tour for YEAs	5 days long (including travel) are organized in Belgium/Netherlands for YEAs	5.1.1. Elaboration of the program 5.1.2. Setting up practical details of the program (speakers and facilitators, venues, internal travel, lunches and dinners)	5.1.1. Selected entity (coordination with KAS) 5.1.2. Selected entity (coordination with KAS) 5.1.3. KAS (coordination with Selected entity)

		<p>5.1.3. Arranging practical details of the visit (travel, airport transfer, accommodation)</p> <p>5.1.4. Conducting the study visit</p> <p>5.1.5 Monitoring and Evaluation</p>	<p>5.1.4. Selected entity</p> <p>5.1.5. Selected entity, KAS</p>
5.2. Study Tour for NEETs 1	5 days long (including travel) are organized in Belgium/Netherlands for NEETs	<p>5.1.1. Elaboration of the program</p> <p>5.1.2. Setting up practical details of the program (speakers and facilitators, venues, internal travel, lunches and dinners)</p> <p>5.1.3. Arranging practical details of the visit (travel, airport transfer, accommodation)</p> <p>5.1.4. Conducting the study visit</p> <p>5.1.5 Monitoring and Evaluation</p>	<p>5.1.1. Selected entity (coordination with KAS)</p> <p>5.1.2. Selected entity (coordination with KAS)</p> <p>5.1.3. KAS (coordination with Selected entity)</p> <p>5.1.4. Selected entity</p> <p>5.1.5. Selected entity, KAS</p>
5.2. Study Tour for NEETs 2	5 days long (including travel) are organized in Belgium/Netherlands for NEETs	<p>5.1.1. Elaboration of the program</p> <p>5.1.2. Setting up practical details of the program (speakers and facilitators, venues, internal travel, lunches and dinners)</p> <p>5.1.3. Arranging practical details of the visit (travel,</p>	<p>5.1.1. Selected entity (coordination with KAS)</p> <p>5.1.2. Selected entity (coordination with KAS)</p> <p>5.1.3. KAS (coordination with Selected entity)</p> <p>5.1.4. Selected entity</p>

		<p>airport transfer, accommodation)</p> <p>5.1.4. Conducting the study visit</p> <p>5.1.5 Monitoring and Evaluation</p>	5.1.5. Selected entity, KAS
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4. EXPECTED OUTPUTS

The following outputs are expected to be produced by contracted entity:

- Detailed and comprehensive description, methodology and budget of all activities elaborated under the KES Concept;
- Consultancy and expertise throughout the process of implementation;
- Implementation and organization of the activities in coordination with KAS according to already developed Timetable of Activities;
- Monitoring and evaluation of the KES;

Following deliverables are expected to be produced from the selected provider:

1. Creating the content of the inspirational/motivational leaflet (A4 size) for the NEETs, with the content that it is realistic to start entrepreneurship or build a career, including useful information and links, inspirational photos/stories included (volume of content two A4 pages) and layout in English language;
2. Creating content - inspirational videos for youthplatform.gov.ge, links to European partner organizations and their materials for youth workers, and social entrepreneurship websites with materials;
3. Mapping international good practices through national and international networks (survey) - Three pearl good practices are identified and 10 EU networks mapped; The report of good practices is elaborated;
4. Analysing good practices and materials (one day workshop) where good practices are identified;
5. Designing, selection of local trainers and evaluation of two days (6 hours x 2, excl break and lunch) training program for Youth Workers in Georgia is elaborated;
6. Introductory/consultation meetings of youth workers with their EU counterparts, organizing matchmaking sessions;
7. Linking Dutch and Belgian companies as a bridge to create knowledge exchange through the YEAs, for three sectoral domains (agri- and horticulture, hospitality and tourism, digital start-ups and EdTech), namely organizing 12 matchmaking sessions;
8. Organizing three 5 days long study tours for young entrepreneurs and NEETs, including elaboration of the program, setting up practical details of the program (speakers and facilitators, venues, internal travel, lunches and dinners); Participation in arranging practical details of the visit (travel,

airport transfer, accommodation); Conducting and managing the study visit, Monitoring and Evaluation.

5. REQUIRED PROFILE AND ELIGIBILITY CRITERIA OF THE APPLICANT

5.1. Eligibility criteria

The applicant must be a legal person, non-governmental or private organisation, and be established in a Member State of the European Union or in Georgia,

The applicant must have at least 2 similar experiences within the last 3 years in providing services which are covering the following fields: awareness raising activities, preparing learning materials for the youth, conducting capacity building activities for professionals in the field of education and organising bridging and matchmaking activities between the private or public actors

5.2. Required Profile of the applicant:

- 1) At least three years demonstrated experience in designing knowledge exchanges, study exchanges, exchanges, setting up networks or similar activities in the EU member states and/or in Georgia;
- 2) Demonstrated experience of having worked with young people with the focus on disadvantaged young people/NEETs in the EU member states and/or in Georgia;
- 3) Demonstrated experience with youth work, youth affairs, youth employability, and entrepreneurship in the EU member states and/or in Georgia;
- 4) Demonstrated experience in working on cross-sectional and cross-cultural issues in the EU member states will be considered an advantage;
- 5) Strong commitment to diversity issues including gender, social inclusion, and others;
- 6) Demonstrated human resource capacities, offering at least 3 permanent experts in the youth education and youth entrepreneurship fields.

5.3. Procedure for applying

The tender proposal must contain the following information:

- One completed and signed copy of the Act of Engagement (Annex 2);
- One completed and signed copy of the Quotation Form (Annex 3);
- Registration documents;
- A detailed CVs of at least three persons of implementation team demonstrating clearly that the tenderer fulfils the eligibility criteria;
- Contact details of at least two relevant professional references within the last 3 years;

- Motivation letter describing how the tenderer meets the award criteria and the requirements of the expected service(max 2 pages), including the description of examples of relevant previous work (max.1 page per reference).

5.4. Evaluation criteria

Evaluation of the Proposal will be done according to the criteria presented in the table below.

Technical Selection Criteria	Weight of importance (Total 100%)
<i>Adequacy of the Proposal:</i> Motivation letter, matching to award criteria	30%
<i>Experience and past performance:</i> Contractor's experience in relevant areas, experience in delivering similar work;	30%
<i>Cost competitiveness (best value for effort)</i>	40%

6. PROCEDURE FOR THE IMPLEMENTATION

The procedure for the implementation of the Knowledge Exchange Scheme activities are the following:

1. The selected provider, according the Concept of the Knowledge Exchange Scheme (KES) elaborates the detailed and comprehensive description of the activity to be implemented according to the timetable set in the Concept together with the budget;
2. KAS reviews and feedbacks on the documents, after editing if necessary and final agreement, KAS issues a written approval;
3. Selected Provider starts implementation of the activity according to the Activity Table (find in KES Concept);
4. During the implementations all implementation costs (except expert days) are issued by KAS against invoices provided by the Selected Provider;
5. After completion of the assignment (activity) the Selected Provider submits the documents (invoices, timesheets of the experts, monthly mission reports) for issuing a payment for the expert days.

7. LANGUAGE, LOCATION, DURATION OF ASSIGNMENTS , DEADLINE FOR SUBMISSION OF APPLICATIONS

7.1. Language

The working language is English. The translation when needed shall be administered by KAS.

7.2. Location

EU member states; Georgia; Online

7.3. Timeframe

This proposed activity is estimated to be completed within **14 months** from the date of the Service Contract signing no later than august 31, 2023.

Activity implementation timeframes are set as described in KES Concept.

7.4. Supervision

KAS project coordinator is responsible for overall coordination of the assignment, including managing the working process.

The project coordinator, together with KAS project assistant will be responsible to organize regular online meetings, facilitate the process and ensure that the working process and the progress is discussed during regular meetings of the project staff and experts.

The KAS project staff will facilitate communication of the experts with relevant stakeholders of the project and linking them to the key persons of the project, if any.

7.5. Deadline for the submission of the proposal:

Deadline for submission of proposals is June 19, 2022, 23:00 CET.

List of Annexes

Annex 1 – KES

Annex 2 - Act of Engagement

Annex 3 - Quotation Form

Annex 4 – Reference template

Annex 2. Act of Engagement

----- (Date)

To the Konrad Adenauer Stiftung

Bidder:

- Accepts to deliver the Service in accordance with the “Terms of Reference on the Selection of organization/company for the implementation of Knowledge Exchange Scheme between Georgian and EU stakeholders”
- Agrees to the terms of identifying the winner;
- Confirms the validity of the information presented and in the case of award contract, readiness to sign it.

Bidder Details:

- Tax Number: -----
- Address: -----
- Service Bank Name: -----
- Bank Code -----
- Bank Account: -----

Position of Authorized person -----

Name and Surname -----

Signature -----

Annex 3: Form of Quotation

The table below shows the expected deliverables and a suggested timeframe for completion (timeline is negotiable)

Del. No.	Deliverable	N of Expert days	PRICE per expert day EURO	Total	Deliverable Due Date
1	Creating the content of the inspirational/motivational leaflet (A4 size) for the NEETs, with the content that it is realistic to start entrepreneurship or build a career, including useful information and links, inspirational photos/stories included (volume of content two A4 pages) and layout in English language;				June-August, 2022
2	Creating content - inspirational videos for youthplatform.gov.ge, links to European partner organizations and their materials for youth workers, and social entrepreneurship websites with materials;				Until September 2023
3	Mapping international good practices through national and international networks (survey) - Three pearl good practices are identified and 10 EU networks mapped; The report of good practices is elaborated;				July-August 2022
4	Analysing good practices and materials (one day workshop) where good practices are identified;				August 2022
5	Designing, selection of local trainers and evaluation of two days (6 hours x 2, excl break and lunch) training				June-September 2023

	program for Youth Workers in Georgia is elaborated;				
6	Introductory/consultation meetings of youth workers with their EU counterparts, organizing matchmaking sessions;				October-November, 2022
7	Linking Dutch and Belgian companies as a bridge to create knowledge exchange through the YEAs, for three sectoral domains (agri- and horticulture, hospitality and tourism, digital start-ups and EdTech), namely organizing 12 matchmaking sessions;				June-July 2022
8	Organizing three 5 days long study tours for young entrepreneurs and NEETs, including elaboration of the program, setting up practical details of the program (speakers and facilitators, venues, internal travel, lunches and dinners); Participation in arranging practical details of the visit (travel, airport transfer, accommodation); Conducting and managing the study visit, Monitoring and Evaluation.				1. June-July 2022 2. September-October 2022 3. February-March 2023
9	Final evaluation				July-August 2023

Position of Authorized person

Name and date

Signature
