**Call for European Solidarity Corps Training Providers 2019**

**Application Form**

Deadline for submission: 23.59 (UK time) October 14 2019

**Section A - Key Information**

**A.1 Your coverage**

Are you applying to deliver training in all 4 countries of the UK? Yes/No

If no, please indicate which country/ies you will be covering:

England  Scotland  Wales  Northern Ireland

**A.2 Your status**

i) Will you be delivering by yourself as a single organisation, or in partnership with other organisations?

By yourself as a single organisation

As a consortium, in partnership with other organisations

ii) If you are applying as a partnership please complete the table below:

|  |  |  |
| --- | --- | --- |
| Names of all members of the partnership/consortium | Country/ies covered | Indicate which organisation is the lead partner |
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iii) Please complete the following for the **lead partner**:

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| --- | --- | --- | --- | --- |
| Organisation Name |  | | | |
| Registered Office Address |  | | | |
| Legal Status (i.e. Charity, Registered Company) |  | | | |
| Registration number(s) |  | | | |
| VAT number |  | | | |
| Website |  | | | |
| Contact person  First Name |  | Contact person  Surname | |  |
| Email |  | | | |
| Contact Number 1 |  | | Contact Number 2 |  |

Please confirm your organisation is based in the UK

We may contact you to publicise related opportunities in future. Please tick if you wish to be contacted outside this opportunity.

iv) Please complete the following for **each of the partners** – *please copy this section as many times as required*

|  |  |
| --- | --- |
| Organisation Name |  |
| Registered Office Address |  |
| Legal Status (i.e. Charity, Registered Company) |  |
| Registration number(s) |  |
| VAT number |  |
| Website |  |

Please confirm that this organisation is based in the UK

**A.3 Your accounts**

Please confirm that you have provided the lead partner’s last two years’ accounts/ returns. If these are more than two years old then please also supply your most recent management accounts.

**Section B - Eligibility**

**This section is not scored. All fields must be completed.**

**B.1 Compliance with EU Legislation / UK Procurement Legislation**

Do any of the following apply to any members of the partnership, or to (any of) the director(s) / partners / proprietor(s)?

|  | Please delete as appropriate |
| --- | --- |
| **i)** Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings | Yes / No |
| **ii)** Has been convicted of a criminal offence related to business or professional conduct | Yes / No |
| **iii)** Has committed an act of grave misconduct in the course of business | Yes / No |
| **iv)** Has not fulfilled obligations related to payment of taxes | Yes / No |
| **v)** Is guilty of serious misrepresentation in supplying information | Yes / No |
| **vi)** Is not in possession of relevant licences or membership of an appropriate organisation where required by law | Yes / No |
| **vii)** Have you ever been investigated, prosecuted or convicted for bribery? | Yes / No |
| If the answer to any of the above is “Yes” please give brief details below, including what has been done to correct (we may seek further evidence at a later date in confirmation of your answer). | |
| **viii)** In relation to the Bribery Act 2010, a) do you have a code of conduct setting out clear guidance on anti-corruption b) do you have a whistle blowing policy for corrupt conduct? | Yes / No |

**B.2 Social & Ethical Considerations**

In accordance with our commitment to equal opportunities, we require our suppliers and sub-contractors to complete the following questions. Please answer in respect of all members of the partnership.

|  | Please delete as appropriate | If appropriate, confirm attachments |
| --- | --- | --- |
| **i)** (Compliance with the Equality Act 2010)  As an employer and service provider do you meet the requirements of the Equality Act 2010? | Yes / No |  |
| **ii)** (Equal Opportunities Policy)  Ecorys considers it necessary for all organisations wishing to provide services on our behalf to demonstrate that all reasonably practicable steps have been taken to eliminate discrimination and promote equality of opportunity by allowing equal access and equal treatment in employment and service delivery for all.  Do you have an equal opportunities policy statement/scheme as an employer and service provider? | Yes / No |  |
| **iii)** (Equalities in Employment)  Is it your policy as an employer to comply with your statutory obligations under the current legislation relating to Equal Opportunities and accordingly, your practice not to treat one group less favourably than others because of its gender, gender identity, race or ethnic origin, religion or belief, disability, sexual orientation, or age, marital status (including civil partnership) and because of maternity and pregnancy, in decisions to recruit, train or promote employees? | Yes / No |  |
| **iv)** (Court Cases)  In the last three years has any court or tribunal found a case of unlawful discrimination against your company? | Yes / No |  |
| **v)** (EHRC Investigation)  In the last three years, has your company been the subject of a formal investigation by the Equality and Human Rights Commission on grounds of alleged unlawful discrimination? | Yes / No |  |
| **vi)** (Remedial Action)  If your answer to iv) and/or v) is yes, i.e. any court or tribunal found a case of unlawful discrimination or/and the Equality and Human Rights Commission has made a finding against your organisation, please outline the steps taken as a result of that finding. |  | Attachments?  Yes / No |
| **vii)** (Ensuring Compliance)  Are your staff or any subcontracted staff working on your behalf, made aware of their equality obligations and operate according to the requirements of equality law? | Yes / No |  |
| **viii)** (Contract Termination)  In the past three years has any contract with your organisation been terminated on grounds of your failure to comply with either or both of: |  |  |
| i) Legislation prohibiting discrimination or | Yes / No |  |
| ii) Contract conditions relating to equal opportunities in the provision of goods, facilities or services? | Yes / No |  |
| **ix)**  If the answer is yes to any part of viii), provide details of each occasion and state the corrective action you have taken. |  | Attachments?  Yes / No |
| **x)** (Communicating the Equal Opportunities Policy)  Is your policy on equal opportunities set out in the following:   * Instructions given to people you are recruiting, training and promoting * Documents available to employees, recognised trade unions or other employee groups * Job advertisements?   If yes, we may request evidence to support your answer. | Yes / No |  |
| **xi)** (Confirmation of Practice)  Accordingly, please confirm it is your practice to not discriminate directly or indirectly on grounds of colour, race, nationality or ethnic /national origin in the provision of goods, facilities or services to the public? | Yes / No |  |
| **xii)** (DBS check)  As you may be working with ESC volunteers aged 17, we require all trainers to have undertaken a DBS check. Please confirm that you agree. | Yes / No | |

**Section C - Your Experience, Knowledge and Expertise**

This section asks you to describe your understanding, experience and expertise in relation to the requirements of the ESC training provider specification. This section will be assessed by the National Agency and weighted according to our published assessment criteria.

In all questions there is a word limit. Please use bullet points and tables as all words beyond the stated word limit will be discounted which may affect your score.

Each question will be scored out of five and weighted according to the indicated marks available.

**N.B. If you are applying as a consortium/partnership please make it clear if your answers are in respect of your partnership's delivery or relate to delivery provided by specific partners, stating which.**

**C.1 Experience and skills in designing, delivering and evaluating facilitation and training with international groups of young people (20 marks)**

1. Please evidence your organisation's/partnership's experience in designing, delivering and evaluating facilitation and training events with international groups of young people.

You should provide details of three international training/facilitation events you have delivered in the last 5 years, stating the date, which programme it was for, a brief description of the training delivered, your role and the training approaches used. Please identify the key factors in ensuring that the training delivered was of high quality.

[Maximum 1000 words]

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1. Please provide an outline agenda for an ESC on-arrival training event of 2 days and a mid-term training event of 1 day (face to face time). You should also state the events’ objectives and expected learning outcomes, the training methods to be used and how feedback from participants will be obtained and used.

[Maximum 1000 words]

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**C.2 Experience and skills in non-formal learning approaches – including non-formal learning with international groups of young people, including those with fewer opportunities (10 marks)**

Please evidence your organisation/partnership's experience and skills in non-formal learning approaches, particularly with groups of young people including those with fewer opportunities. Please provide specific examples in your response, and explain the benefits of different types of non-formal approaches for young people.

The Commission's Erasmus+ Inclusion and Diversity strategy[[1]](#footnote-1) aims to ensure that Erasmus+ and ESC effectively tackle the challenges facing disadvantaged young people and responds positively to diversity within the youth field. How will you ensure that training events are accessible to the greatest number of volunteers? What are the particular benefits and challenges in using non formal approaches with this client group?

[Maximum 600 words]

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**C.3 Experience in delivering European Voluntary Service (EVS) or ESC projects (10 marks)**

Please evidence your organisation/partnership's experience in delivering EVS/ESC projects.

You should state the type of projects (Hosting, Sending, Co-ordinating) you have delivered, the roles undertaken by your organisation/partnership, the challenges encountered and how you overcame them. Please explain how your EVS/ESC project experience will help you deliver high quality STEC training.

If you do not have experience of delivering EVS/ESC projects then you should evidence your experience of training young volunteers in international settings.

[Maximum 600 words]

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**C.4 Experience in supporting young people in traineeships and/or in job placements (10 marks)**

Please evidence your organisation/partnership's experience in supporting young people in traineeships and/or in job placements.

Please detail what you have provided and when, to whom, length of traineeship and/or job placement.

What do you understand to be the differences between supporting young volunteers and young people on traineeships or in job placements? What challenges have you had to overcome in facilitating traineeships or job placements?

How have the traineeships facilitated young people’s employability and transition into the labour market? How have the job placements developed competences to aid participants’ personal, educational, social, civic and professional development?

[Maximum 600 words]

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**C.5 Financial and organisational capacity to organise and manage residential facilitation and training events with international groups of people (30 marks)**

Please evidence your organisation/partnership's experience in organising the logistics for residential facilitation and training events for international groups of young people.

You should provide details of three international training/facilitation events you have organised in the last 5 years, stating the date, location, beneficiary group and numbers, which programme it was for and a brief description of the organisational considerations and challenges encountered.  Please explain your role and the organisational skills you employed to deliver a high quality training event.

How will you ensure that you have the capacity to manage the required number of events[[2]](#footnote-2), some of which may run concurrently and manage cash flow as payment will be made in arrears?

How will you ensure high quality delivery within the funding limits and value for money in delivery?

[Maximum 1000 words]

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**C.6 Procedures in place to ensure the safety and welfare of ESC participants (10 marks)**

Please identify the procedures you have in place to assess and manage risks to the safety and welfare of participants, including procedures to enable participants to raise concerns and for these to be resolved.

[Maximum 600 words]

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**C.7 Personnel with required experience and qualifications (10 marks)**

Please name the key personnel who will be delivering your ESC training with details of their experience and training qualifications (e.g. PTLLS, CTLLS, DTLLS, Level 3-5 Awards in Education and Training, PGCE). Please indicate if they are your employees or subcontractors. If you intend to use subcontractors please explain how you will ensure they are of sufficient quality.

How will you support performance review and professional development for your trainers and other professionals involved in delivery?

Please explain your management arrangements to ensure high quality delivery and effective contract management. You should name and provide a brief pen portrait of the person responsible for the day to day management of the contract.

[Maximum 1000 words]

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**D. References**

If you are shortlisted, we may need to contact up to two referees to make the final choice for the selected contractor(s), along with the face-to-face interview and due diligence checks. Please provide two referees to support your application.

Reference 1

Name:

Organisation/Position:

Working relationship to you:

Email address:

Brief description of work carried out (50 words):

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Reference 2

Name:

Organisation/Position:

Working relationship to you:

Email address:

Brief description of work carried out (50 words):

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**E. Certification**

***I confirm that all the information provided is correct.***

Digital Signature of the legal representative:

Print Name:

Date:

**Please return your application by emailing it to esctraining@ecorys.com.** Remember to include the lead partner’s last two years audited accounts.

Please put your organisation name in the subject header.

**Closing date for applications: 23.59 (UK time), October 14 2019.**

1. http://ec.europa.eu/assets/eac/youth/library/reports/inclusion-diversity-strategy\_en.pdf [↑](#footnote-ref-1)
2. As many as 5-6 events may be organised in a month at different locations [↑](#footnote-ref-2)