

Terms of Reference

FOR TRAINERS

Background

The new partnership “**navreme türkiye**” between **navreme** (Vienna, Prague, Skopje: www.navreme.net) and **Epsilon** (Ankara: www.epsilontek.com.tr) is proud to announce its first training program: **Training on EU Projects**. The program aims to prepare future trainers and deliver continuous seminars on the EU Projects open to Turkey, and will start on 28 July 2006 in Ankara.

Program

The program consists of two modules:

Module 1: Training of Trainers (ToT, September 2006):

ToT aims to prepare Turkish trainers for teaching the Continuous Seminar Courses on EU Projects. This module consists of designing the Continuous Seminar courses together with the international trainers. The ToT module will be based on questions and needs posed by Turkish companies and institutions. EU experts will prepare materials in English and deliver training to 20 Turkish future trainers.

During the 2 weeks of ToT, Turkish trainers will

- be trained on the content of EU programs (week 1)
- develop materials for the Continuous Seminar courses they will conduct (together with EU experts, materials in Turkish language) (week 2)
- be trained to train (week 2)
- ensure the materials are understandable and complete for Turkish trainees (week 2).

The following themes will be covered in the ToT module:

- EU programs, projects - general overview;
- EU-funded projects in Turkey (quota, legal considerations, etc);
- De-centralised implementation of EU funds – pre-accession funds;
- Supply, works, services contracts;
- Open, restricted tenders, informal consultation, etc.
- Calls, longlists and shortlists, contractors;
- Tenders, bids, tender dossiers, supporting evidence;
- Eligibility for participation, prerequisites, partnerships, consortia, framework contracts;
- Project selection and probabilities, contract awarding;

The module will ensure European expertise, suitability and uniqueness of courses.

The ToT module will take place in the first and third week of September 2006 (4-8 and 18-22 September).

Module 2: *Continuous Seminar Courses on EU Projects (Roll-out):*

The first course will cover the basics of EU programs (intensive course): "Tips and Tricks for EU Funding". After the training-of-trainers module, the first courses will start with 20 participants each. All new trainers will conduct course sessions. They will run single sessions, as well as observe, help and support each other. EU experts will be present as well, to coach, mentor, comment, de-brief, assist and evaluate the first roll-out courses. In the following weeks, courses will be run by Turkish trainers on their own (2 trainers per course), with decreasing assistance by EU experts. Eventually, on the basis of a number of 10/20 trainers, 5/10 courses could run in parallel (100 participants).

The courses will address the following questions:

- *How to handle calls for proposals and contract tenders?*
- *Which EU financial aid areas and programs are open to Turkey?*
- *How are contracts awarded and who may participate?*
- *How does the tendering process work, and what does a tender dossier contain?*
- *What does a tenderer need to provide at tender submission?*
- *How are tenders evaluated?*
- *Which types of contracts exist?*
- *Etc.*

Besides this basic course, succeeding in-depth courses will also be developed thereafter, according to a similar scheme. Trainers will have the option to participate in these future programmes as well.

Conditions

Candidates for the ToT course must be available for full-time classroom participation from 4-8 and 18-22 September (10 days training). Candidates must also be available to conduct at least three 2,5-day seminars on EU Programs for participants from Turkish companies, from October until December 2006.

There are no fees to participate in the ToT module, and a formal certificate will be awarded upon successful completion of their training.

Each trainer, navreme and Epsilon will jointly sign a contract that states the rights and responsibilities of all parties: this will include the companies' commitment to organise the courses and to engage the trainers for their delivery; it will also include the trainers' commitment to deliver courses, and the payment of a ToT fee (i.e. deposit or penalty payment) in case of abolishment of the program, or non-delivery of courses.

Trainers will also receive a bonus for each course participant they recruit.

All trainers will receive due remuneration as independent freelancers for delivering training. As of October 2006, around 10 trainers may be employed by the evolving company "navreme türkiye".

WORK PLAN FOR THE PROGRAM

action	date	who	result
Announcement of call for trainers	09/16 July 2006 (2 Sundays)	Epsilon	Newspaper announcement/Hürriyet İnsan Kaynakları
Deadline for applications	22 July 2006	Epsilon	Acceptance of applications (CVs and letters of personal statement)
Examining committee meeting	24 July 2006	Examining committee = task force	Examining applications and CVs, selection of trainers
Announcement of results	25 July 2006	Epsilon	Inviting the candidates to interview
Interview with the candidates	25-28 July 2006	Examining committee= task force	Selection of 20 Turkish trainers
Recruitment and contractual details with new trainers	27 July 2006	Epsilon + Navreme task force	Signing the contracts
Design of ToT curriculum (in English)	31 July-18 August 2006 (3 weeks)	Navreme EU experts	Organizing and finalizing the content, method and delivery of the training program
Announcement of the EU Training Program	27 August 2006	Epsilon	Hürriyet, İnsan, Kaynakları +...?
Opening Ceremony	2 September 2006	Epsilon+ Navreme + new trainers,	PR, media coverage, publicity, recruitment
Training-of-trainers course week I	4-8 September 2006 (1 week)	Navreme EU experts + Epsilon + new trainers	Delivery of the ToT program
Training-of-trainers course week II	18-22 September 2006	New trainers + Navreme + Epsilon	Design of 2,5-days training program on EU Projects in Turkish
First implementation of the Continuous Seminar Courses	2-6 October (evenings) or 2-4 October (full day)	New trainers + navreme coaches	Delivery of the training program
Second implementation of the Continuous Seminar Courses	6-8 October (weekend)	New trainers + navreme coaches	Delivery of the training program
... implementation of the Continuous Seminar Courses	a/o 9-11 October (day) or 9-13 October (evenings)	New trainers	Delivery of the training program
Coaching, mentoring of the new trainers	a/o 9-11 October (day) or 9-13 October (evenings)	Navreme	Evaluation of the performance of the new trainers and the effectiveness of program
Accompanying quality control, updating, and evaluation of delivery	Throughout the program	Navreme	Evaluation and effectiveness of the whole program and actions