



Terms of Reference (ToR)

Call for Tenders

Contracting a Training Provider for the Delivery of Training on Entrepreneurship in the Social and Solidarity Economy (SSE) and Facilitation of the Final Module Session

Project: “EmpowerNEET – Upskilling NEETs through Social and Solidarity Economy”

1. Purpose of the Call

The purpose of this call is to select a qualified training provider to deliver an in-person training programme on **Entrepreneurship in the Social and Solidarity Economy (SSE)** in Catalonia, and to facilitate the final module session (“End-of-Module Showcase”) within the framework of the *EmpowerNEET* project.

The assignment includes both the delivery of the training programme and the facilitation of the final project presentations under a single service contract.

The contracting authority is **Associació Fons Català de Cooperació al Desenvolupament (Fons Català)**.

2. Background

EmpowerNEET is funded by the **Interreg NEXT MED Programme** and aims to empower young people and women who are **Not in Education, Employment, or Training (NEETs)** across Spain, Palestine, Greece, Tunisia, Lebanon, and France.

The project supports their integration into the Social and Solidarity Economy (SSE) through:

- Capacity building programmes
- Practical support mechanisms
- Policy dialogue

A structured SSE training package has been developed under the project, targeting up to **50 participants per country**.

3. Objectives of the Assignment

The selected provider will:

- Deliver SSE training in line with the approved training package



- Adapt the methodology to the Catalan local context
- Ensure active participation and learner engagement
- Support the practical application of acquired knowledge
- Facilitate the final session where participants present their collaborative projects

4. Scope of Services

4.1 SSE Training Programme

- **Duration:** 20 days
- **Modality:** In-person
- **Participants:** Up to 50
- **Timeline:** June – October 2026
- **Locations:** Mataró, Caldes de Montbui, Terrassa, Gavà
- **Content:** Pre-developed by the project (WP3), with allowed methodological adaptation

4.2 Final Module Session (End-of-Module Showcase)

- **Duration:** 1 day
- **Modality:** In-person
- **Participants:** Up to 50
- **Timeline:** October 2026
- **Location:** Espai BLOC4, Barcelona (TBC)

Includes:

- Facilitation and moderation
- Methodological support
- Guidance for project presentations

5. Key Responsibilities

The selected contractor will:

- Deliver the training programme as per the approved package
- Adapt methodologies to participant needs without altering core content
- Prepare/adapt training materials and practical tools
- Apply participatory and interactive training methods
- Facilitate the final showcase session
- Coordinate closely with Fons Català
- Submit all required reports



6. Deliverables

- Inception work plan and methodological proposal
- Training materials (adapted or developed)
- Final training report (including evaluation and outcomes)
- Final showcase session report

7. Eligibility and Requirements

Applicants must demonstrate:

- Proven experience in SSE training
- Strong pedagogical and facilitation skills
- Experience with participatory methodologies
- Qualified and experienced training team
- Experience in social economy initiatives (asset)

8. Evaluation Criteria

Criteria	Weight
Relevant experience in similar assignments	30%
Methodological approach and pedagogical quality	25%
Qualifications of the proposed team	20%
Financial proposal	25%

9. Budget and Financial Conditions

- **Maximum budget:** €13,300 (all taxes included)
- Covers the full scope of services (training + final session)
- **Payment schedule:**
 - 50% at mid-implementation
 - 50% upon completion

Additional conditions:

- These ToR will serve as the service contract
- The contractor will operate under the coordination of Fons Català
- Compliance with legal, tax, confidentiality, and IP regulations is mandatory



10. Submission of Proposals

Interested applicants must submit:

- Technical and methodological proposal
- Detailed financial offer
- CVs of proposed trainers
- Evidence of relevant experience

 **Submission email:** empowerneet@fonscatala.org

 **Deadline:** 4 May 2026

11. Intellectual Property

All outputs produced under this contract will remain the property of the *EmpowerNEET* project, with full rights of use, reproduction, and adaptation.

12. Languages

Training delivery must be conducted in:

- Catalan
- Spanish

13. Selection and Notification

- Results will be communicated within **two weeks** after the submission deadline
- The selection decision is final and based on the published criteria