ANNEX I

Technical Offer Form and Tenderer Identification

Call for Tenders — External Expert / Trainer for Employability and Soft Skills — Training of Trainers (ToT) Programme
Reference: EUSEEDS_A_4.1_0172 (Activity 4.1 — JYIF)

Instructions: This form must be completed and submitted as part of the Technical Proposal, as a single PDF file. The Technical Proposal must NOT contain any financial information, pricing or cost reference of any kind; any technical proposal disclosing financial information will be rejected. All entries must be typed in English.

Section A — Tenderer Identification

Name of tenderer (individual expert / legal entity)	
Legal status (tick one)	☐ Natural person (individual expert) ☐ Legal person (company / NGO / institution) ☐ Consortium / team of experts
Country of establishment / residence	
Registration number (legal persons) / ID or passport number (individuals)	
Tax / VAT number (if applicable)	
Full postal address	
Contact person	
Telephone / mobile	
E-mail address	
Website / professional profile (if any)	
In the case of a team: name of the team leader who will be the single point of contact	

Section B — Required Structure of the Technical Proposal

The Technical Proposal must be organized in the following four parts, which correspond directly to the technical evaluation criteria set out in Section 11 of the Call for Tenders. Tenderers are advised to address each criterion explicitly.

No.	Part of the technical proposal	Points	Indicative max. length
1	Understanding of the assignment — objectives of the soft skills ToT and its role in building employability capacity across the university employability centers; understanding of the target group and of the five-country context.	**10**	2 pages
2	Methodology and approach — design and delivery of the curriculum and materials (curricula, trainers' manuals, presentations, exercises, handouts, assessment tools); participatory, learner-centred and gender-sensitive approach; blended synchronous / asynchronous delivery model; certification approach.	**20**	5 pages
3	Work plan and implementation timeline — clarity, feasibility and logical sequencing of curriculum development, ToT delivery and integration of feedback within the timeframe of Section 7 of the Call; indicative number of training days / hours per module; deliverables and milestones (Gant chart or equivalent).	**20**	3 pages + chart
4	Experience and qualifications — relevant experience in soft skills / employability training, development of training materials, delivery of ToT programmes, blended learning, inclusive and gender-sensitive approaches, and EU-funded or donor-funded capacity-building work (completed using Sections C and D below, supported by CVs).	**20**	Sections C & D
	Total technical score	**70**	—

Minimum passing score: a minimum of 49 points out of 70 (70%) is required for the financial proposal to be opened and evaluated.

Section C — Key Expert(s) Proposed

Complete one line per expert proposed for the assignment. A full CV must be attached for each expert listed (separate PDF file).

No.	Full name	Role in the assignment	Highest qualification / field	Years of relevant experience	CV attached (Yes/No)
1					
2					
3					
4					

Section D — Relevant Reference Assignments

List the most relevant assignments carried out in the last seven (7) years in the fields of employability, soft skills, career development, curriculum design or Training of Trainers. JYIF reserves the right to contact the listed clients and to request supporting evidence (contracts, certificates of good execution, attestations).

No.	Title and short description of the assignment	Client / beneficiary	Country	Period (from – to)	Role of the tenderer and services delivered
1					
2					
3					
4					
5					

Section E — Submission Checklist

Tick each item. Incomplete applications may be rejected as administratively non-compliant.

No.	Document	Included (☐)
1	Annex I — Technical Offer Form and Tenderer Identification, completed and signed	☐
2	Technical Proposal (separate PDF file, no financial information)	☐
3	Annex II — Financial Offer Form (separate, password-protected PDF file)	☐
4	Annex III — Declaration of Honour, dated and signed	☐
5	CV(s) of the expert(s) proposed (separate PDF file)	☐
6	Proof of legal registration (legal persons) or identification document and, where applicable, professional registration (individuals)	☐

Signature

I, the undersigned, confirm that the information provided in this form and in the Technical Proposal is accurate and complete, and that the Technical Proposal contains no financial information of any kind.

Name of signatory	
Capacity / position	
Name of tenderer	
Place and date	
Signature (and stamp, for legal persons)	