

# Call for 2 Trainers:

## Training cycle: Transforming Online and Offline Spaces – Inclusive and Participatory Digital Transformation

SALTO Participation & Information and SALTO Inclusion & Diversity is looking for 2 trainers

Application deadline:

30 March 2022 23:59 CET

### Requested trainer profile

We are searching for two different profiles. Please read carefully:

#### Trainer 1:

- experience in training and facilitation of (both residential and online) cross-sectorial multistakeholder international events, group discussions, providing space and dynamic methods for participants to share their practices and learn
- ability to create and facilitate accessible online activities and use accessible digital tools and methods
- an innovative approach and new thoughts
- experience with non-formal education methods
- a good understanding of digital transformation process
- excellent communication, organisational, facilitation, and networking skills
- excellent public speaker
- some knowledge on key topics such as inclusion, participation, accessibility, digital rights, innovation, digital literacy & citizenship, digital sustainability, digital skills & competencies and strategic approach to digital transformation.
- very good working knowledge of English (understanding, writing and speaking: at least C1 level) – speaking in front of groups, communication skills – other working languages is a plus.
- availability on the dates of the prep-meeting and activities
- experience with the Erasmus+ Programme and European Solidarity Corps is an asset
- experience with digital youth work is an asset

## **Trainer 2:**

- experience in coordinating, managing and setting up courses on the SALTO HOP Online Learning platform
- a good understanding of digital youth work and digital transformation process
- experience in training and facilitation of (both residential and online) international events, group discussions, providing space and dynamic methods for participants to share their practices and learn
- ability to create and facilitate accessible online activities and use accessible digital tools and methods
- an innovative approach and new thoughts
- experience with non-formal education methods
- excellent communication, organisational, facilitation, and networking skills.
- some knowledge on key topics such as inclusion, participation, accessibility, digital rights, innovation, digital literacy & citizenship, digital sustainability, digital skills & competencies and strategic approach to digital transformation.
- experience with the Erasmus+ Programme and European Solidarity Corps
- very good working knowledge of English (understanding, writing and speaking: at least C1 level) – speaking in front of groups, communication skills – other working languages is a plus.
- availability on the dates of the prep-meeting and activities

## **Working conditions**

### **Tasks**

#### **Trainer 1:**

- Participation in the initial briefing (April-May 2h)
- Preparation and facilitation of the residential prep meeting (2 days meeting, 0,5 days preparation)
- Preparation of the training activities including the materials and programme (5,5 days)
- Co-facilitation of the training activities for youth workers (4 online training sessions x 2 days + 1 physical training session x 3 days + 1 study visit x 4 days). The trainer can be contacted for supporting the output collection.
- Additional hours for consultancy and mentorship (based on need) (2 days)
- Preparation and facilitation of the 6 online panel discussions (6 x 1 days: prep+event - max length of the panel discussion: 2h) including

briefing the speakers. The trainer can be contacted for supporting the output collection.

### **Trainer 2:**

- Participation in the initial briefing (April-May 2h)
- Preparation and facilitation of the residential prep meeting (2 days meeting, 0,5 days preparation)
- Preparation of the training activities including the materials and programme (5,5 days)
- Co-facilitation of the training activities for youth workers (4 online training sessions x 2 days + 1 physical training session x 3 days + 1 study visit x 4 days). The trainer can be contacted for supporting the output collection.
- Additional hours for consultancy and mentorship (based on need) (2 days) Setting up and coordination of a training space on HOP online learning (3 days)
- Supporting the facilitator during the 6 online panel discussions (0.5 x 6 days: max length of the panel discussion: 2h)

### **Trainers fees, travel and board & lodging:**

SALTO P&I offers to each trainer a lump sum of **11904€** corresponding to 31 working days (1 working day = 320€) + 20% tax to cover all preparation, communication and follow-up (evaluation and reporting). SALTO P&I will cover the trainer's travel & subsistence costs for the prep meeting and events.

### **Dates for preparatory meeting and events:**

- Preparation meeting - April/May: TBD - residential if possible
- Panel discussions: September, October, November, February, March, April: 2h each session; Dates decided together - Online
- Training activities:
  - Residential 1 - Lithuania: 1st or 2nd week of October: 3 days
  - Residential 2 - Armenia: 3-6 April 2023: 4 days
  - Online: November, December, February, March: 2 days

### **Team composition**

- 2 trainers
- 1 project officer (recruitment ongoing)
- Henrique Goncalves, SALTO Inclusion & Diversity Resource Centre
- Kadri Maripuu, SALTO Participation & Information Resource Centre

- Additionally, colleagues from the Lithuanian NA and SALTO EECA as well as a local trainer will support the residential training course and the study visit

Application & selection procedure

**Apply no later than: 30 March 2022 23:59 CET**

### **How to apply:**

All interested trainers should apply through the following online form: <http://onlineform.salto-youth.net/1863>

### **Selection process:**

The submitted applications will be evaluated by at least three project stakeholders in 2 categories: TOY profile/CV and applications form:

- The TOY profile/CV category will have a 40% weight on the total score and the application form category will have a 60% weight on the total score.
- TOY profile/CV and application form will be evaluated on a 1-10 point scale by each evaluator based on how well the documents showcase how the applicant meets the requirements in the requested trainers' profile.
- The application with the highest total score across evaluation categories will win the procurement.

Selection will be made by SALTO P&I and SALTO I&D, in consultation with the supporting National Agencies. If needed, organisers might request a call to clarify previous experiences and knowledge of the topics. When submitting your application, please inform us if you are doing so as an individual or as a company. We will create the work contract based on the same conditions and can not change the contract type later. By submitting your application you give your consent to SALTO P&I and SALTO I&D to process your application for the purpose of evaluation by internal and external team members.

**You will be informed about the selection by: 7 April 2022**

For more information

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