

Call for tenders [05.2022/3^A]

Pilot Testing & ICT Expert

for the INTERNISA Project funded by the ENI CBC MED

Title: Developing the INTERNISA network of synergies to increase the number of digitally skilled women employed in the ENI CBC MED territories via matching demand and supply in the labour market

Introduction

ActionAid is an independent international civil society organization, fighting poverty and injustice in Greece and all over the world. Since 1972 it has been training people and supporting their communities, so that they can claim a life of dignity and a fairer world for all. Through education, collective action and solidarity, ActionAid brings definitive change to the lives of the most marginalized people. ActionAid collaborates closely with local organizations, works with entire communities and puts pressure on agencies and governments to combat policies and practices that perpetuate poverty and social exclusion.

In the context of collaboration with civil society organizations in Greece and Europe, ActionAid is looking for a **Pilot Testing & ICT Expert** to join the working team of ActionAid Community Centre in Athens and to participate in the implementation of the INTERNISA project funded by the ENI CBC Mediterranean Sea Basin Programme, according to GA [Ref. Nr. B_A.3.1_0064]. The project is implemented together with 8 partner countries from the Mediterranean basin. It aims to the development of the INTERNISA network of synergies to increase the number of digitally skilled women employed in the European Neighbourhood Instrument (ENI) territories via matching demand and supply in the labour market. The project, funded by ENI CBC MED, is the largest Cross-Border Cooperation (CBC) initiative implemented by the EU under the European Neighborhood Instrument (ENI). The implementation of the project has started in October 2020 and will last for 30 months.

The context

INTERNISA project, led by the Region of Central Macedonia, aims at bridging the digital gender gap and reducing unemployment of women in the European neighborhood area, through interventions in labour demand & supply and innovative employment services. INTERNISA will transform the labour market in four sectors (agri-food, textiles, financial, tourism) via the development of a network and interventions for the match-making of labour demand and supply therein based on the Search and Matching Theory. The project will develop: a) Materials to train women on necessary digital skills to work in the digitalizing agrifood, textile, tourism and financial sectors, b) Training materials for businesspeople aiming to learn about digitalized business models, the application of which will lead to increased hirings of digitally skilled women, c) Portal, mobile app and offline spots allowing women and employers to come into contact for traineeships, crowdworking & full-time hirings. The project will

also identify good policies and practices for advancing women's employment and digitalization.

The Pilot Testing & ICT Expert will be based on ActionAid Community Centre in Athens. In collaboration with the career counsellors and the Project Manager, will develop the outputs of the Project. In the context of INTERNISA Project ActionAid Hellas has undertaken the development of an offline spot, where women & businesspeople looking for training, jobs, employees or opportunities for trade will be able to visit and receive all services, i.e. access to training materials, job ads and requests for synergies and the development of the guidelines for the setting up process of the offline spots. The main task of the Pilot Testing & ICT Expert will be the set up and the pilot testing of the INTERNISA online tools (web portal & mobile app) including the training of INTERNISA beneficiaries to effectively use the online services. Additionally, the adaptation of the project's training curricula according to the offline spot's function, including the training of AAH's staff to effectively deliver the training courses. Pilot Testing & ICT Expert must be aligned with ActionAid SHEA and Safeguarding policies in order to ensure the protection of all participants during the implementation of all activities

Description of the activities	Project outputs	Duration
Set, adapt and pilot test the INTERNISA online tools (web portal and mobile app).	INTERNISA web portal & mobile app full effective for the Greek context	(M1)
Ensure proper and effective operation of the INTERNISA online tools and set the requirements for the protection of the equipment.	List with the requirements for the protection of the offline spot's equipment	(M1 – M2)
Test the functionalities and design of the INTERNISA online tools (portal and mobile app) and provide feedback, accordingly (lead partner will provide necessary instructions).	Feedback report on INTERNISA tools functionalities	(M1-M6)
Train the ActionAid Hellas Employability staff members to effectively manage and use the online services.	Training Material	(M2 – M3)
Organize in cooperation with project manager and deliver three (3) 2day workshops for INTERNISA beneficiaries (women, businesspeople, public sector employees), to understand and effectively use the virtual environment of the INTERNISA online tools.	3 training agendas 3 participation lists	(M1 – M6/ based on guidelines that will be provided)
Design manual for the effective use of the INTERNISA online tools.	Manual for the effective operation and navigation in the	(M2)

	INTERNISA online tools	
Be present in the offline spot in a weekly basis (2h/week, approximately), to help visitors to use the platform created by the INTERNISA project (i.e. accessing job searching platform's or employee searching platforms). The exact days/hours will be arranged after agreement with the Project Manager.		(M1 – M6/ according to project's process)
Provide any technical support and advise for the effective function of the online tools in alignment with the aim of the offline spot.		(M1 – M6)
Modify the three (3) INTERNISA training curricula and training materials for women's digital upskilling in the tourist sector, in an asynchronous mode (3 training curricula for different levels, approximately 180 slides per level).	1 online contextualized training curriculum & training materials for women	(M1 – M3)
Modify the INTERNISA training curriculum and training materials for businesses' digital transformation in the tourist sector, in an asynchronous mode (Approximately 200 slides).	1 online contextualized training curriculum & training materials for businesses digital transformation	(M1 – M3)
Deliver in a synchronous mode, one (1) 5day seminar for women's upskilling in the tourist sector, based on INTERNISA training curricula.	Training materials Training agenda Participation list	(M1 – M4)
Deliver in a synchronous mode, one (1) 5day seminar for SMEs digital transformation, based on INTERNISA training curricula.	Training materials Training agenda Participation list	(M1 – M4)
Train the ActionAid Hellas Employability staff members to effectively deliver the training seminar for businesses' digital transformation.	Training material and guide for implementing businesses' seminar	(M1-M6)
Participate in consortium's meetings, if necessary (approximately one (1) meeting per month).		(M1 – M6)

Project Remuneration

The total fee of the project will include VAT and other taxes.

Type of contract: Project contract

Contract duration: The assignment of the partner will be completed in accordance with the required deliverables. The duration of the cooperation is expected to last for 6 months, possible extension if needed.

Eligible for applying: Individuals or legal entities able to issue invoice

Necessary Experience / Knowledge / Skills

- Academic degree in Information and Communication Technology
- Demonstrated experience in educational & training programs with digital content for adults
- Demonstrated experience in the development and/or use of relative platforms and job integration laboratories
- Experience in training and/or educational programs for vulnerable groups and for businesses
- Good knowledge of methodologies for education methodology and practices
- At least two (5) years of working experience in a relevant position
- Expertise in training curriculum development with digital content for the Education and Technology sectors will be considered as an asset
- Creative approach and innovation, aiming to cultivate learning motivation
- Strong interpersonal, presentation and organizational skills
- Excellent use (both oral & written) of the national language and the English language
- Very good understanding of human rights, inequality, gender & development issues

The award criterion will be the best value for money tender, based on the following quality criteria:

30% - Methodology, steps and tasks for the effective implementation of the contract, captured in a concrete time plan of tasks and deliverables

30% - Relevant experience

40% - Cost-effectiveness of the proposal

An interview will be held in case the committee considers it necessary.

Submission of Nominations

Price and non-price criteria are evaluated, in order to ensure the objectivity and the quality of the project in the tender-award decision.

- A technical offer, with the description of the implementation of the requested deliverables and activities and the qualitative elements of the tender
- A financial offer, with the analysis of the remuneration of the requested tasks
- your CV or profile of the company

Send all the necessary above documents via email with the subject: INTERNISA Project [06.2021/2A]
to procurement.hellas@actionaid.org until June 21 (23:59), 2022.

For any further information contact **Anastasia Sidera**
E-mail: anastasia.sidera@actionaid.org
Tel: 2155557348 & 6940662211