

Terms of Reference (ToR)

Training programme and training materials for online course on gender mainstreaming of research & innovation (R&I) policy

Title	Training programme and training materials for online course on gender mainstreaming of research & innovation (R&I) policy
Application Deadline	June 13, 2024
Reference	POLICY ANSWERS - Engagement of underrepresented groups and gender mainstreaming
Contacts	Legal representative: Gabriela Kostovska Bogoeska (gabriela@mir.org.mk) Project officer, contact for this agreement: Emilija Andonova (mir@mir.org.mk)
Eligible	Legal entities

1 Introduction and Background

POLICY ANSWERS (“R&I POLICY making, implementation ANd Support in the WEsteRnBalkanS”) is a project funded by the European Union’s Horizon Europe Research and Innovation Programme under grant agreement No 101058873.

It supports policy coordination in and with the Western Balkans as well as with the European Commission (EC) and the European Union (EU). 14 partner organisations, representing network nodes in the region and EU expert organisations, support policy dialogue through formal meetings (such as ministerial and steering platform and ad-hoc policy meetings), monitoring and agenda setting, capacity building and implementation of the EU's Western Balkans Agenda, as well as the alignment of thematic priorities. The project implements regional pilot activities and offers an information hub based on the online information platform *westernbalkans-infohub.eu*. The partners provide analytical evidence via monitoring and mapping activities of the stakeholder ecosystem, of the implementation of the Western Balkans Agenda and of the Western Balkans’ integration into the European Research Area as well as via strategic foresight.

POLICY ANSWERS also allows for tailored and targeted capacity building activities in the Western Balkans as well as regional alignment of priorities in relation to the digital transformation, the green agenda and towards healthy societies. Pilot activities provide learning opportunities at policy and programme level and reach out to final beneficiaries related to improved academia-industry cooperation, researchers’ mobility, inclusion of youth in policy processes, promotion of research infrastructures and increased innovation skills in all areas. Detailed information about the activities is available at the following website www.westernbalkans-infohub.eu.

The activity under this ToR is placed within the frame of the gender mainstreaming & inclusiveness (GM&I) capacity building programme (Work Package 6 of the project, Task 6.5 Engagement of underrepresented groups and gender mainstreaming) organised and led by the Foundation for Management and Industrial Research (MIR). The GM&I capacity building programme targets the Western Balkan economies and features the collection of resources, the organisation of networking and peer-learning activities, and the design of an online training course for gender mainstreaming of R&I policy.

Upon award of the service contract, the contracting institution will share further information on the project and GM&I activities.

2 Description of the Scope and Purpose of the Service

This call requests the design of a training programme and training materials that will be used as a basis for the creation of the online course on gender mainstreaming of R&I policy, aimed at supporting decision-makers, academics and researchers in gender mainstreaming projects and policies. In detail, the following work shall be carried out:

- Design a training programme and materials for at least 4 (four) modules covering different aspects of R&I policy
- Introduce state-of-the-art tools to be used across the different stages of the gender mainstreaming cycle
- Ensure interactivity of the proposed training programme.

Expected Deliverables

- Training programme consisting of the planned modules and written background material in English language
- Training materials in English language: a PPT presentation and/or other visual materials, designed on the basis of the written background material documents, that can be used at a later stage as input for the creation of the online course's videos, exams and alike.

Implementation period

[17/06/2024-31/07/2024]

Expected deadlines and tentative timeline

Detailed work plan to be agreed	20/06/2024
First draft of the training programme and materials prepared	10/07/2024
Final training programme and materials delivered	31/07/2024

Quality Assurance

The service provider shall perform the service with reasonable care and skills and in accordance with the best commercial practices and standards in the industry of similar services. If the quality or progress do not match the agreed standards, the contractor reserves the right to terminate the contract.

3 Application, selection and contracting procedure

Required qualification/skills/experiences of the service provider

- Education: Degree in fields relevant for the assignment. Master's degree is an advantage.

- Experience: Proven experience in similar activities (e.g., gender equality activities and training, lobbying and advocacy, policy development, etc.). Experience in the area of research and innovation policies is an advantage. Proven knowledge of the region is an advantage.
- Proven communication skills working with different stakeholders.

Application

The application from the service provider shall include the following documents:

- Price (total price for the assignment, excluding VAT)
- Skills: CVs including information in relation to the required qualifications/skills/experiences
- Proposed outline of the training programme

Submission of application

Please submit the required documents for the application per e-mail to the attention of: Foundation for Management and Industrial Research

Emilija Andonova, mir@mir.org.mk

Deadline for the submission of an application referencing to this ToR is 13/06/2024.

Selection

The economically most favorable price will be accounted for, though the following criteria will be taken into account with the following weighting:

Technical criteria		Points
1	Skills	30
2	Proposed outline of the training programme	30
Financial criteria		Points
3	Price	40
Total		100

The contractor reserves the right not to place any order. Costs for necessary document preparation by the applicants to this call for tender will not be reimbursed.

Contracting procedure for Service Provider

The selected service provider will be informed until **14/06/2024** on the result of the selection procedure. The contract with the service provider will be established shortly after selection. The duration of the contract will last from **17/06/2024** until **31/07/2024**.

Completion of the Service & Payment

The service will be carried out as outlined in the table under the chapter **Expected deadlines and tentative timeline**, and considering the quality assurance. The contracted sum will be paid in two installments: first installment of 50% after the delivery and acceptance of the first draft training programme and materials, and second (final) installment of 50% after the delivery and acceptance of the final training programme and materials.