

## Terms of Reference (ToR)

### Online course on gender mainstreaming of research & innovation (R&I) policy

Title	Online course on gender mainstreaming of research & innovation (R&I) policy
Application Deadline	March 17, 2025
Reference	POLICY ANSWERS - Engagement of underrepresented groups and gender mainstreaming
Contacts	Legal representative: Gabriela Kostovska Bogoeska ( <a href="mailto:gabriela@mir.org.mk">gabriela@mir.org.mk</a> ) Project officer, contact for this agreement: Emilija Andonova ( <a href="mailto:mir@mir.org.mk">mir@mir.org.mk</a> )
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](http://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 ToR outlines the scope, responsibilities and deliverables for the development of an online course on gender mainstreaming of R&I policy based on pre-existing materials. The course aims at effectively presenting the materials in a user-friendly and engaging format suitable for online self-learning.

### Scope of Work

The course development will include, but is not limited to, the following activities:

- Developing a structured online course using pre-existing content.
- Enhancing the materials with interactive elements and multimedia.
- Converting content into an appropriate digital format (e.g., videos, slides, quizzes).
- Implementing the course in the MIR e-learning online platform.
- Conducting quality assurance testing.
- Ensuring the course is accessible and engaging for the target audience.

### Expected Deliverables

- Online course containing digital materials for 5 (five) training modules.
- User guide or facilitator notes (if applicable).

### Implementation period

[31/03/2025-05/05/2025]

### Expected deadlines and tentative timeline

Week 1: Review of existing materials and course structuring.

Week 2-3: Content digitization and multimedia integration.

Week 4-5: Testing, review, and final adjustments.

Week 6: Launch and evaluation.

### 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. The course will undergo a review process, including testing for usability, content accuracy, and accessibility compliance before final deployment. If the quality or progress do not match the agreed standards, the contractor reserves the right to terminate the contract.

The final course will be subject to approval by the project owner before launch. Any necessary revisions will be addressed before sign-off.

## 3 Application, selection and contracting procedure

### Required qualification/skills/experiences of the service provider

The services will be delivered by a supplier with experience in delivering this type of service.

### Application

The application from the service provider shall include the following:

- Technical offer
- Financial offer

Each bidder can participate with only one application. Validity period of the application at least 30 days from the day of the application.

### 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](mailto:mir@mir.org.mk)

**Deadline** for the submission of an application referencing to this ToR is 26/03/2024.

### 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	Specification of the services	20
2	Technical resources & capabilities	20
Financial criteria		Points
3	Price	60
<b>Total</b>		<b>100</b>

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

### Contracting procedure for Service Provider

The selected service provider will be informed until 28th March 2025 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 31st March 2025 until 05th May 2025.

### 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 one, final installment after the acceptance and final sign-off of the on-site course.