



National Center for Development of
Innovation and Entrepreneurial Learning

Technical information about the public procurement procedure "Consultant services for training need analysis and development of training methodology"

The contractor should implement the following tasks:

1. Training Needs Analysis (TNA)

Detailed training needs assessment (TNA) on the target group has to be carried out, to provide an input for the preparation of the trainings. On the basis of the TNA findings, specific training targets should be set. Information for the TNA should be gathered through interviews and discussions in communities and focus groups. Also, the contractor should collaborate with the contracting authority and consider their input in the development of TNA. The analysis should cover the following aspects:

- Screening the existing social entrepreneurship situation in Macedonia;
- Identifying the survey sample;
- Working out the design of an adequate survey;
- Outlining the exact specification of the demands of the survey participants;
- Delivering main findings for the Training module development.

This work includes the following actions, explained:

- TNA: data collection, research
 - Gathering and measuring information on variables of interest to our project.
 - Total Entrepreneurship Activity (TEA) index in the country will be compared to the information gathered.
 - Data will be collected on nascent entrepreneur, on nascent intrapreneur and owner/manager at the moment.
 - Income provided data and Social development benefits secured for the society in social enterprises
- TNA: interviewing, community meetings, focus groups
 - Interview with nascent entrepreneurs/nascent intrapreneurs or owners/managers of new companies.
- TNA: report delivering
 - Report summarising the data analyses and major fact defining for the development of the training module.

For the implementation of this task, it is estimated that 44 expert days are needed.

2. Training module development (TM)

The aim of this task is to transform the elaborated study into full-fledged training materials dedicated to Roma youth and that will be used for training of trainers. With the results of the training needs assessment, a training curriculum will be prepared focusing on acquiring practical experience. The content of the training modules will be developed to meet the needs of the end learners and will follow on from the initial research. The units will reflect comparative and action-research approaches, combining "learning-by-doing" with an active promotion of good practices in social entrepreneurship. Qualitative risk analysis, TNA analysis, analysis of relevant working methods, elaboration of ToT agenda (non-formal and informal learning methods) will be used to develop the training module. For the development of the training module, the contractor should collaborate with the contracting authority and consider their insights and input.

Training module preparation will include:

Dame Gruev 1/2 -17
1000 Skopje, Macedonia
SWIFT: KOBSMK2X
Bank: Komercijalna Banka AD Skopje
IBAN: MK07300701002660968
Account No.: 0270100266099

Phone: +389 23099 481; Fax: 389 23099 482
info@ncdiel.mk, www.ncdiel.mk





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- Defining the training program, the curriculum and the required/expected results,
- Define structure and content of the training methodology curriculum,
- Development of basic training materials.

Selection of the trainers will be on their: professional qualities, ability to speak and understand English, capability to train, facilitate or run workshops; interest and commitment to deliver training workshops, capability to adapt the training module parts to various situations, availability to attend all training activities and organise and execute training program in the end.

For the implementation of this task, it is estimated that 30 expert days are needed.

The contractor that will be contracted for the implementation of the activities explained above has to be able to provide documentary evidence for its registration in the Republic of Macedonia and areas of activities relevant to this contract, e.g. innovation, entrepreneurship or social entrepreneurship. Also, the contractor should be able to demonstrate its financial and technical capacity, in particular experience with European projects, trainings and relevant publications. Experience with coordinating European project is advantage. In addition to this, the contractor should provide an official statement that the experts who are highly experienced in the relevant scientific areas could be supplied.

Period for the realization of the activities: March 2017 – May 2017

The budget allocated for this offer is 11,840.00 EUR.