

CALL FOR TRAINERS

Training on EU Project Management: Communication & Visibility for EuropeAid Projects

About ENoP

The European Network of Political Foundations (ENoP) is a cooperation structure, serving as a communication and dialogue tool between the European political foundations and the Institutions of the European Union (EU), as well as civil society actors in the fields of democracy support and development cooperation. Furthermore, the network provides services to its members to facilitate their participation in the respective programmes of the EU. The network counts over 50 member foundations from 23 EU Member States. The members are affiliated to six political party families represented in the European Parliament (Renew Europe, EPP, S&D, ECR, Greens/EFA, GUE/NGL), but are independent in their decision-making and financing of international projects. The activities of political foundations in the fields of democracy support and development cooperation include public campaigning and awareness raising, advocacy work vis-à-vis political institutions and decision makers in their respective home countries, as well as the EU level. The main focus, however, is on the implementation of democracy support and development projects with local partners in more than 100 developing and transition countries throughout the world. Since March 2019, ENoP is implementing an EU co-funded action grant, called “Strengthening ENoP as actor in support of democratic and pluralistic societies”.

Background of the training

Together with local partners, ENoP member foundations implement a variety of EU co-funded grant projects around the world (mainly in Asia, Africa, Latin America, Eastern Europe and the MENA region), thereby contributing to EU democracy support and sustainable development. The EU puts great emphasis on ensuring that EU development policy, in particular EU co-funded projects, are professionally communicated and enjoy high visibility in the respective partner countries. This training is therefore intended to provide an opportunity for staff from ENoP member foundations to get acquainted with the EU requirements for visibility and communication and best practice-examples for innovative and effective communication and visibility activities.

Objective of the training

The main objective of the training is to explain the most important Communication & visibility requirements for EuropeAid grant projects and give participants concrete tips on how to ensure visibility of their projects. The training will support staff (incl. local staff) from ENoP member foundations who manage EU co-funded projects and conceptualize new projects or from members that plan to do so in the future. After completion of the training, participants have learned the most important aspects C&V requirements, have learned about innovative and effective visibility activities and are well equipped to draft a convincing Communication and Visibility Plan.

Scope of the training and methodology of the training (indicative, to be discussed with the trainer)

Content

- Overview of the communication and visibility requirements as outlined in the Communication and Visibility manual for External Actions (use of Logos, disclaimers, online communication)
- Best practices & examples for creative visibility activities in EuropeAid grant projects
- Special Focus: How to design visibility activities in the digital sphere? Best practices & ideas for creative online visibility activities in the Covid-era.
- Tips for drafting a convincing communication and visibility plan and developing indicators to measure success.
- Exchange of participants' experiences with communication and visibility (e.g. feedback received from EU delegations)

Form

- Methodological mix: Combining input by the trainer with interactive elements such as group work, practical examples, experience sharing etc.
- Leaving room for individual questions of participants and exchange of experience among participants
- Providing Power Point Presentation & list of online resources that participants can use after the training

Target group

Participants: about 15 participants from ENoP member foundations, participants either currently work for EU co-funded projects around the world or are/will be in the future in charge of drafting applications for EuropeAid projects. Participants will have some prior knowledge on implementing EU projects, however their level of experience will differ.

Required profile of the trainer

- Substantial expertise and experience in the management of EuropeAid grants, in particular the General Conditions, the PRAG and the INTPA Companion.
- Experience of conducting trainings on EU funding in international contexts.
- Substantial experience in consulting for / writing / reviewing / conceptualizing / implementing successful EuropeAid grant projects.
- Fluency in English both written and oral.
- Experience in conducting online trainings;

Language

The training will be held in English without translation.

Location

Online via Zoom, ENoP will provide Zoom-Software and facilitate technical moderation. Other online platforms can be used based on the Trainer's experience.

Date & estimated timeline

1.5 days in total: 3 days of preparation & 2 days of training delivery. The preparation includes compilation of seminar material, designing PowerPoint/Zoom Presentation, conducting Zoom call / email exchange with ENoP to verify whether proposed structure of the workshop meets expectations.

Deliverables

- Receipt of training offer by 8 April 2022
- Moderation and facilitation of a 2-day à 3,5 hours online training via Zoom (in total 7 hours of training that can be divided among 2 days in one week).

Remuneration & other compensations

Remuneration: offer-based (please indicate net daily fee in your offer)

Travel costs: non-applicable

Hotel accommodation: non-applicable

Award criteria

The evaluation team will place an average weight of 60% to the content component and 40% to price offer.

Procedure for expression of interest

Experts with the above mentioned profile are kindly invited to send their CV, outlining their relevant experience and their expected overall fee for the preparation and the facilitation of the training as well as proposed program of the training. Applications shall be sent to Aleksandra Starčević aleksandra.starcevic@enop.eu by **8 April 2022**.

Stay in touch with ENoP :

