**Public Invitation for Offers/Quotations**

**Position:** Trainer (Secondary Schools)
**Project Title:** Training on Property and Inheritance Rights for Secondary School Students

**Publication Date:** 12 September 2024
**Reference Number:** TF0C2485/2.1.2

**ECMI Kosovo** is seeking offers/quotations from qualified experts to deliver **45-minute training sessions on property and inheritance rights** to **secondary school students** in Kosovo. The selected trainer will be responsible for delivering training sessions in **Serbian-language secondary schools**. The target group is **1,000 students** from the Serbian educational system.

**Scope of Work:**

* **Coordination with School Management**: Secure agreements with school managements and the Office for Management of Serbian Schools in Kosovo to organize and schedule training sessions during the school day.
* **Session Duration and Structure**: Each training session will last **45 minutes**, incorporating both presentation and interactive components to maximize student engagement and retention.
* **Trainer Responsibilities**: The selected trainer will be responsible for delivering the content effectively within the 45-minute timeframe.
* **Trainer Training**: The trainer will be provided with specific guidance on how to deliver the content and utilize materials effectively for maximum engagement.
* **Interactive Approach**: Ensure each session includes interactive elements, such as Q&A, group discussions, or quick quizzes, to engage students and enhance the learning experience.
* **Feedback Collection**: Collect feedback from students and teachers after each session to assess the effectiveness of the training.
* **Adjustments and Follow-up**: Based on feedback, make adjustments to the training approach or materials to better meet the needs of the students.
* **Documenting the Process**: Maintain detailed records of the training sessions, including the number of students trained, schools visited, and key outcomes.
* **Reporting to Stakeholders**: Provide a comprehensive report to the ECMI Kosovo project team to demonstrate the impact of the training.

**Qualifications and Skills Required:**

* **Bachelor’s degree** in law, education, or related field.
* **Proven expertise** in property and inheritance rights, particularly in the Kosovo context.
* **Experience delivering educational sessions** to young audiences.
* **Fluency in Serbian** and familiarity with Serbian-speaking communities in Kosovo.

**Submission Documents:**

* Updated **CV** highlighting relevant qualifications and experience.
* **Proposed fee** for the entire engagement (50 days).

**Submission Details**

* **Deadline:** 04 October 2024
* **Submission Email/Platform:** Info@ecmikosova.org

**Evaluation Criteria**

The bids will be evaluated based on the **lowest price** that meets the qualifications and requirements outlined in this invitation.

**We look forward to your bid submission and thank you for your interest in this opportunity.**

**Annex 1 – Financial Offer template**

**Annex 1: Financial Offer**

[Please fill in the details below for your financial offer/quotation. This will serve as your proposal for the engagement.]

Name and Surname: [Insert name and surname]

Date: [Insert date]

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| **Task** |  | **Duration (Days)** | **Rate per Day (EUR)** | **Total Cost (EUR)** |
| --- | --- | --- | --- | --- |
| Preparation (Drafting training module) |  | 3 | [Insert Rate] | [Insert Amount] |
| Delivery of Two 5-Day Training Sessions |  | 10 | [Insert Rate] | [Insert Amount] |
| Follow-up and Reporting |  | 7 | [Insert Rate] | [Insert Amount] |
| **Total** |  | **20** |  | **[Insert Total]** |

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Name and surname (signature)**