

**FAMILY AND CHILDCARE CENTRE - KMOP**

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Date: 24-04-2026

**SUBJECT:**

**Request for Quotation No. 2/2026 – Provision of E-learning Instructional Design Services within the framework of the project entitled “EmpowerNEET MED: Upskilling NEETs through Social and Solidarity Economy (EmpowerNEET)”, Project No. 00015**

KMOP – Family and Childcare Centre announces a call for tenders for the provision of E-learning Instructional Design services within the framework of the project entitled “EmpowerNEET MED: Upskilling NEETs through Social and Solidarity Economy”, with the acronym EmpowerNEET and Project ID 00015, which aims to empower young people who are not in education, employment, or training (NEETs).

**SHORT DESCRIPTION OF THE PROJECT**

The EmpowerNEET project aims to empower young people who are not in education, employment, or training (NEETs) by developing their skills in the Social and Solidarity Economy (SSE), while also supporting their integration into the labour market and social entrepreneurship.

Within the framework of the project, e-learning educational content is being developed and digitised, along with tools that support the learning process and collaboration within digital SSE platforms.

**SCOPE OF THE CONTRACT / TERMS OF REFERENCE (ToRs)**

The E-learning Instructional Designer will be responsible for the implementation of the following tasks:

**A. Redesign and Digital Development of Educational Content**

- Adaptation and digitisation of e-learning educational content tailored to young people who are not in education, employment, or training (NEETs), focusing on the Social and Solidarity Economy (SSE)
- Integration of the content into an existing platform related to SSE/social impact
- Review and improvement of the material based on feedback from previous users

- Alignment with modern educational standards and labour market needs within the SSE sector

The thematic modules of the programme are presented below, while the full training programme and the relevant educational material will be provided to the Contractor.

#### Training Modules

- Cycle 1: Employability and professional readiness
- Cycle 2: Social entrepreneurship, fundamentals of the Social and Solidarity Economy (SSE), and problem-solving
- Cycle 3: Entrepreneurial skills, business planning, and financial literacy
- Cycle 4: Digital skills, personal branding, and impact communication
- Cycle 5: Leadership Lab: overcoming “internal barriers”, emotional intelligence, and transition pathways

#### **B. Enhancement of Networking and Collaboration**

- Enhancement of an existing SSE platform with functionalities that support:
  - Networking among users
  - Development of collaborations
  - Exchange of best practices
- Development of features enabling:
  - Promotion of SSE-related events
  - Presentation of policies and strategies
  - Visibility of funding opportunities
- Support for the development of a dynamic community and professional growth

#### **C. Development of Guidelines, Methodological Framework & Monitoring Tools**

The Contractor will be responsible for:

- Developing Guidelines and a methodological framework for:
  - The development and adaptation of educational content
  - Integration into platforms (including mapping and platform selection criteria)
  - Strengthening collaboration among partners
- Developing:
  - Templates
  - Implementation tools

- Supporting partners through:
  - o Practical implementation guidelines
  - o Ongoing guidance
- Collaborating with KMOP for:
  - o Approval of the methodological framework
  - o Quality assurance
- Developing and supporting a monitoring system, including:
  - o Monitoring indicators
  - o Evaluation mechanisms
  - o Collection and analysis of progress data

### **Implementation Period**

- Activity A (Adaptation and Digitisation of Educational Content): May 2026 – October 2026
- Activity B (Enhancement of Networking and Collaboration): May 2026 – April 2028
- Activity C (Development of Guidelines, Methodological Framework & Monitoring Tools): May 2026 – April 2028

### **Deliverables**

The Contractor shall deliver:

- Digital educational content (e-learning material)
- Enhanced platform with collaboration functionalities
- Methodological framework and implementation guidelines
- Templates
- Monitoring system and evaluation tools
- Progress reports and documentation

### **Contract Duration**

The contract shall run from 29/05/2026 to 28/04/2028.

### **Validity of Offers**

Submitted offers must remain valid for a minimum period of 60 calendar days from the deadline for submission.

## MINIMUM TECHNICAL REQUIREMENTS

Applicants must have:

- Experience in the development of digital educational content
- Experience in e-learning projects or social impact initiatives
- Experience in developing collaboration/networking tools
- Ability to design methodological frameworks and evaluation tools
- A multidisciplinary team (education, technology, social economy)

Compliance with the above minimum technical specifications is assessed on a “pass/fail” basis and is based on the declarations of the applicants, as included in the submitted elements of the offer.

No additional supporting documents are required beyond the standard documentation included in the tender submission.

Offers that do not meet the minimum technical requirements shall be rejected.

## DESIRABLE QUALIFICATIONS

- Experience in EU-funded projects
- Knowledge of the Social and Solidarity Economy (SSE)

## FINANCIAL TERMS – SUBMISSION OF OFFERS

Applicants are requested to submit:

- Curriculum Vitae (CV)
- Cover letter
- Duly completed and signed Annex I – Declaration on Honour
- Duly completed and signed Annex II – Financial Offer Form

The above documents (CV and cover letter) are submitted exclusively for the purpose of verifying compliance with the minimum technical requirements and are not subject to evaluation or scoring.

## REQUESTS FOR CLARIFICATIONS

Requests for clarifications shall be submitted via email to: [procurement@kmop.org](mailto:procurement@kmop.org)

Deadline for submitting clarification requests: 15 May 2026 (15/05/2026), at 23:59 (Greek local time).

Applicants are requested to formulate all questions in a clear and concise manner.

### SUBMISSION OF OFFERS

Offers shall be submitted:

- By email: [procurement@kmop.org](mailto:procurement@kmop.org)
- Or by post: to the address indicated above.

The email subject line / envelope must clearly state: “**EmpowerNEET – E-learning Instructional Design Services**”.

Submission deadline: 25 May 2026 (25/05/2026), at 23:59 (Greek local time).

Late submissions will not be considered.

#### Evaluation of Offers:

The evaluation of offers shall be carried out in two stages:

1. Compliance check against the minimum technical requirements (pass/fail)
2. Evaluation of financial offers

The award criterion is the **lowest price offer**, among those offers deemed technically compliant.

#### **Legal Representative**

**ΚΕΝΤΡΟ ΜΕΡΙΜΝΑΣ ΟΙΚΟΓΕΝΕΙΑΣ ΚΑΙ ΠΑΙΔΙΟΥ**  
**ΣΩΜΑΤΕΙΟ Μη Κ.Χ.**  
**ΣΚΟΥΦΑ 75 ΑΘΗΝΑ - ΤΚ: 10680**  
**Α.Φ.Μ.: 090031808 - Δ.Ο.Υ.: ΚΕΦΟΔΕ ΑΤΤΙΚΗΣ**  
**Τηλ: 2103637547**

Dimitrios Nikitas

Chairman of the Board of Directors

#### **Annexes:**

- Annex I – Declaration on Honour
- Annex II – Financial Offer Form

#### **Disclaimer**

This call is issued within the framework of the project “EmpowerNEET”, funded by the Interreg NEXT MED Programme.

**ANNEX I – Declaration on Honour**

**Request for Quotation No. 2/2026 – Provision of E-learning Instructional Design Services within the framework of the project entitled “EmpowerNEET MED: Upskilling NEETs through Social and Solidarity Economy (EmpowerNEET)”, Project No. 00015**

O/ I, the undersigned, acting as legal representative of the company/organisation .....  
(or as an independent professional), hereby declare under my sole responsibility that:

1. The tenderer meets the participation requirements of the procedure and that no grounds for exclusion apply.
2. The tenderer has not been convicted of professional misconduct and is up to date with its tax and social security obligations, in accordance with applicable legislation.
3. The tenderer is not in a situation of conflict of interest in relation to the subject matter of this contract.
4. All information included in the offer is true, complete, and accurate.
5. The tenderer accepts the terms and conditions of the Request for Quotation and undertakes to provide the services accordingly.

**Date:** .....

**Name of Candidate/Company:** .....

**Legal Representative:** .....

**Signature & Stamp:** .....

**ANNEX II – Financial Offer Form**

**Request for Quotation No. 2/2026 – Provision of E-learning Instructional Design Services within the framework of the project entitled “EmpowerNEET MED: Upskilling NEETs through Social and Solidarity Economy (EmpowerNEET)”, Project No. 00015**

**Financial Offer**

Description of Service	Amount (EUR, excluding VAT)
Adaptation and Digitisation of Educational Content	..... €
Enhancement of Networking and Collaboration	..... €
Online training (20 days)	..... €
Monitoring, Evaluation & Adaptation	..... €
<b>Total (excluding VAT)</b>	..... €

- The above price is final and fixed and covers all tasks, deliverables, and related costs.
- This offer is valid for 60 calendar days from the date of submission.
- VAT: € .....
- Total (incl. VAT): € .....

**Date:** .....

**Signature & Stamp:** .....