

FAMILY AND CHILDCARE CENTRE - KMOP

Postal Address: 75 Skoufa Str.

10680, Athens

Tel: +30 210 36 37 547

email: procurement@kmop.org

Date: 24-04-2026

SUBJECT:

Request for Quotation No. 1/2026 – Provision of Trainer 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 Trainer 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 enhance the skills of young NEETs in the field of Social and Solidarity Economy (SSE), facilitating their integration into the labour market and social entrepreneurship.

Within the framework of the project, a training programme will be implemented for 50 beneficiaries through a hybrid learning model (face-to-face and online).

SCOPE OF THE CONTRACT / TERMS OF REFERENCE (ToRs)

The Contractor shall be responsible for the design, adaptation, and implementation of training activities in Greece, focusing on Social and Solidarity Economy.

The Trainer shall be responsible for:

- The adaptation of the content of 5 integrated training modules (the programme is under development), based on the needs of the target group (needs analysis), related to:

Training Modules

- Cycle 1: Employability and career readiness
- Cycle 2: Social entrepreneurship, foundations of the Social and Solidarity Economy (SSE) and problem-solving

- Cycle 3: Business skills, business planning, and financial literacy
- Cycle 4: Digital skills, personal branding, and impact communication
- Cycle 5: Leadership Workshop: Overcoming “internal barriers”, emotional intelligence, and transition pathways

Outputs

- Cycle 1: Skills profile, draft CV, and employability action plan
- Cycle 2: Challenge analysis and concept of social entrepreneurship
- Cycle 3: Simple business or initiative model with a basic budgeting framework
- Cycle 4: Digital profile or presentation material of the initiative
- Cycle 5: Leadership statement, final pitch presentation, and personal next steps plan

The training material developed by the Trainer shall be submitted to KMOP for initial approval. Following the relevant feedback, the Contractor shall be required to make any necessary adjustments prior to its final approval and publication.

- The implementation of a training programme with a total duration of 40 days:
 - 20 days of face-to-face training (4 days per thematic cycle)
 - 20 days of online training (4 days per thematic cycle: 2 days for preparation and 2 days for recap / progress evaluation)
- Facilitation of interactive workshops with emphasis on:
 - Practical application
 - Group work
 - Experiential learning
- The identification and selection of 40 to 50 participants (NEETs), in collaboration with the Project Manager on behalf of KMOP, actively contributing through the Trainer’s professional and/or social network.
- Monitoring the participants’ progress (methodology under development) and providing feedback through specific evaluation questionnaires that will be provided and must be completed online. Further information will be shared for both components.
- The preparation and submission of:
 - An evaluation report of the training programme (a specific template will be provided)
 - Supporting documentation (signed attendance lists, photographs, evaluation forms) (specific templates will be provided for the attendance lists and evaluation questionnaire)

Contract Duration

The contract shall run from 29/05/2026 to 31/10/2026.

Validity of Offers

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

MINIMUM TECHNICAL REQUIREMENTS

Candidates must possess:

- A degree in a relevant field
- Experience in adult education
- Experience in Social and Solidarity Economy (SSE) or social entrepreneurship
- Facilitation and experiential learning skills
- Familiarity with digital tools

Compliance with the above minimum technical requirements shall be assessed on a pass/fail basis and substantiated through the submitted documents (e.g. CV).

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

DESIRABLE QUALIFICATIONS

- Experience working with NEETs or vulnerable groups
- Participation in European projects
- Relevant professional network

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 supporting documents (CV and cover letter) are submitted solely for the purpose of demonstrating compliance with the minimum technical requirements and shall not be subject to evaluation or scoring.

REQUESTS FOR CLARIFICATIONS

Requests for clarifications shall be submitted via email to: 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
- Or by post: to the address indicated above.

The email subject line / envelope must clearly state: **“EmpowerNEET – Trainer 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.
ΣΚΟΥΦΑΣ 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. 1/2026 – Provision of Trainer 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. 1/2026 – Provision of Trainer 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 of training material (5 modules) €
Face-to-face training (20 days) €
Online training (20 days) €
Reporting & final report €
Total (excluding VAT) €

- 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: