

PUBLIC NOTICE FOR THE SELECTION OF TUTORING SERVICES FOR THE SUMMER SCHOOL OF THE PROJECT MUDAR “MOZAMBIQUE INTEGRATED URBAN DEVELOPMENT BY ACTIONS AND RELATIONSHIPS: EMPOWERING LOCAL GOVERNANCE”

Reference: UE/MUDAR_Tutoring_Services

CTR: CSO-LA/2021/428-391

CUP: C69J21034580006

The Centro per la Cooperazione Internazionale (CCI) intends to award a service contract for the **Tutoring services during the Summer School of the Project Moçambique Desenvolvimento Urbano Integrado por Acções e Relações: Fortalecer a Governança Local - MUDAR**, financed by the the European Union and implemented by the Provincia autonoma di Trento/Trento Autonomous Province (PAT) as Lead Applicant.

This contract notice and any additional information is available from selezioni@cci.tn.it and on the website of the project www.mudarbeira.org and of the Centro per la Cooperazione Internazionale www.cci.tn.it.

The deadline for submission of applications is Monday, 22 January 2024, at 23:59 ECT – European Central Time, CET – Central Europe Time (Rome time).

Background information:

The Centro per la Cooperazione Internazionale (CCI) is an independent non-profit association engaged in research, analysis, information, training and knowledge promotion on issues of international cooperation, European affairs, peace and human rights. It promotes the coordination of initiatives and actors operating in the field of international cooperation, enhances the specificities of local experiences in the field of rights, sustainability, equity, and promotes their internationalization especially in the Balkans, the Mediterranean region, sub-Saharan Africa, and Latin America. Through global citizenship education, information, research and training, the Centro per la Cooperazione Internazionale works to internationalize institutional, social and productive system for local development.

The project:

MUDAR (Mozambique Integrated Urban Development by Actions and Relationships: Empowering Local Governance) is a decentralised cooperation project funded by the European Union under the call Europeaid - Local Authorities: Partnerships for sustainable cities 2021. The project is managed by the Autonomous Province of Trento, in partnership with the Municipality of Beira, the University of Trento, Universidade Zambeze, the Instituto de Formação em Administração Pública e Autárquica and the Centre for International Cooperation.

The project includes a Summer School that will be held in Trento (Italy) attended by representatives of the municipality of Beira and technicians specialized in urban planning.

Scope of the work:

Within the scope of the project, CCI is looking for a **TUTOR SERVICE PROVIDER**.

The overall objective of the service is to contribute to the optimal realization of the Summer School event.

The purpose of the Tutor Service Provider is to support the logistics of the event.

In particular, this entails the specific work:

- Interact and act as a focal contact with stakeholders (Autonomous Province of Trento, project partners, local authorities involved in the training provided during the activities of the Summer School)
- Interact and act as a focal contact with suppliers (catering, catering, accommodation, transport, training room, etc.) for the organization of the event
- Participate in training activities, also providing support for the conduct of group work
- Contribute to communication and visibility activities.

Management:

At CCI, the Tutor Service Provider reports to the Training team coordinator & local development officer and will be included in the MUDAR team (which includes a Capacity Building officer, an E-learning officer, a Communication Manager), also in collaboration with the Administrative office of CCI.

Logistics and timing:

Duration: from February until April 2024. The Summer School event will take place from 14 until 20 April 2024.

Location: Trento

Indicative start date of the assignment: 15 February 2024

Duration of the assignment contract: 2 months

Office accommodation and facilities:

The tutor service provider will be responsible for the logistics arrangements related to their travel and accommodation in Trento during the event and will bear the related costs.

The tutor service provider shall ensure that they are adequately equipped (laptop and IT equipment, etc.).

CCI shall ensure that the tutor service provider has access to sufficient documentation and shall support access to information and contacts whenever necessary.

Reporting:

The tutor service provider shall inform the Training team coordinator & local development officer verbally or via email regularly and at any moment upon request during the performance of their tasks.

Requirements:

The following profile is required:

Qualifications and skills

- Bachelor's degree or equivalent
- Knowledge of the Portuguese language (B2 level)
- Knowledge of Italian or English
- Advanced capability of using Office package; knowledge of Canva is an asset
- Availability and ability to work in teams and good communication skills
- Precision, reliability, autonomy, flexibility, inclination to problem-solving
- Interest in issues related to sustainable local development

Professional experience

- At least 1 year of experience in organizing events and/or conducting group work in the field of training

Instructions:

Participation in this procedure is open. Persons (both natural or legal persons) are not entitled to participate in this procedure or be awarded a contract if they are in any of the situations mentioned in [Sections 2.4. \(EU restrictive measures\)](#), [2.6.10.1.1 \(exclusion criteria\)](#) or [2.6.10.1.2. \(rejection from a procedure\)](#) of the practical guide. Should they be in one of these situations, their application will be considered either unsuitable or irregular.

All documents related to the procedure must be written or translated in English.

The offer must include the following documents:

- (1) **CV (in English).** The qualifications and experience of the person applying must clearly match the criteria indicated above.

Only upon request by the Centro per la Cooperazione Internazionale, applicants may be asked to provide the following documents:

- a copy of the diplomas mentioned in their CV,
- a copy of employer certificates or references, or signed copies of consultancy or labour contracts, proving the professional experience indicated in their CV. The admissibility of any other supporting documents to prove the work experience indicated in the CV will be subject to the discretion of CCI.

- (2) **Letter of motivation (in English).** The letter of motivation should include a confirmation that the person applying is not in any of the situations mentioned in [Sections 2.4. \(EU restrictive measures\)](#), [2.6.10.1.1 \(exclusion criteria\)](#) or [2.6.10.1.2. \(rejection from a procedure\)](#) of the practical guide.

All documents must be submitted in **PDF format**, to the following address: selezioni@cci.tn.it

Deadline for the submission: 22 January 2024, at 23.59

The **subject line** of the email must be **UE/MUDAR_Tutoring_Services_NAME OF THE APPLICANT**.

The Centro per la Cooperazione Internazionale may, for reasons of administrative efficiency, reject any application or tender received, for any reason beyond CCI's control, after the effective date of approval of the short-list report or of the evaluation report, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

Evaluation procedure:

The quality of each application will be evaluated by an evaluation committee in accordance with the award criteria and the weighting detailed as follows:

Admissibility criteria (yes / no):

- Bachelor's degree or equivalent professional experience after graduation. Please note that a relevant professional experience of 2 years is considered equivalent to a Bachelor's degree for the purpose of this procedure.
- Knowledge of Portuguese (minimum B2 level)
- Knowledge of another Language (Italian or English) (minimum B2 level)

Evaluation criteria (Max: 18 points):

- Linguistic competence in Portuguese (minimum 2 points for B2 level, maximum 5 points for applicants proving to have a C2 level or being a native speaker *and* having knowledge/exposure to Mozambican Portuguese)
- Linguistic competence in the second language (Italian or English) (minimum 1 point for B2 level, maximum 3 points for C2 level or native speaker)
- Relevance of the professional experience (2 points for each professional experience, if, regardless of its duration, is fully relevant to the project content: education, event organization, management of groups or similar activities). Minimum 2 points, maximum 10 points. Please note that volunteering experience is considered as professional experience.

The minimum score to be selected for the interview is 7 points. Only applications receiving this minimum score may be considered for the interview.

During the interview, a maximum of **30 points** will be awarded.

The evaluation of the technical offers will follow the procedures set out in Section 3.4.10.3 of the practical guide (available on the internet at: <https://wikis.ec.europa.eu/display/ExactExternalWiki/3.+Service+Contracts#id-3.ServiceContracts-3.4.10.Stagesintheevaluationprocess>).

Interviews:

The evaluation committee may interview the applicants after having written provisional conclusions but before concluding the technical evaluation.

Indicatively, interviews will take place from 26 January until 2 February 2024.

The interview shall be conducted by telecommunication means (Google Meet or other) and the date and time of these interviews will be confirmed or notified to the applicants at least two working days in advance. If an applicant is unable to participate in an interview by force majeure, a mutually convenient alternative date and time is arranged. If the applicant is unable to participate in this second scheduled time, its application may be eliminated from the evaluation process, at the discretion of CCI.