

Call for Logistics Partner
National Program in Education for Democratic Citizenship in Ukraine
“Schools for Democracy”
Oslo, Norway, 8 October 2015

Title of the event: National Program in Education for Democratic Citizenship in Ukraine “Schools for Democracy”, Training of trainers, Lviv region

Description of event: 5-day training for the National team of experts

Planned dates: 24 - 30 January 2015 (5 working days -6 nights)

Organizers: the European Wergeland Centre, the Council of Europe, and the Ministry of Education and Science of Ukraine

24 January	Arrival day (early check-in for trainers / organisers) Dinner
25 January	Full day training (potentially some early arrivals in the morning for some of the participants)
26 January	Full day training
27 January	Full day training Or: half-day training and half-day excursion
28 January	Full day training
29 January	Full day training (potentially some late evening departures)
30 January	Departure day

Venue: Lviv (suggestions are welcome), with minimum 2 halls for training available (alternatively 1 hall and 1 smaller room)

- Preferably a hotel, or a complex in Lviv or within a short driving distance from Lviv

Participants: 24

Trainers: 4 persons (1 traveling internationally; 1 local)

Interpreter: 1 or 2 (English-Ukrainian and vice versa; mostly ‘shadowing’ a person or a small group of people in need of translation)

Organisers: up to 4 persons (will stay at the same venue throughout the whole training or for some days)

Working Language: Ukrainian, yet **reporting in English is required.**

The selected company will be responsible for

Local Project Logistics:

- communication with participants regarding travel arrangements and dietary preferences;
- registration of participants on January 25 (at the venue);
- transport/post of study materials;
- financial reporting to The European Wergeland Centre.

Board and Lodging:

- selection and booking of the training venue and meals, including coffee-breaks and potentially some meals in the city.

Local Travel:

- arranging travel for local participants (booking/purchasing tickets and delivering them to the participants);
- organize taxi from/to the airport (for the organizers);
- if the training hotel is not in Lviv organize transport of participants from/to the train station on 24/25 and 29/30 January;
- suggest and book an excursion (max half a day).

Printing and stationery:

- preparation of name badges for organizers and participants;
- purchase of stationery;
- providing printing / copying of materials for the training.

If interested, please send:

- a signed **offer**;
- filled in **Cover Letter** (see attachment);
- a **company presentation**;
- and some **references** (all in English)

by **15 November 2015** to:

Ms Marta Melnykevych-Chorna
Programme Assistant
e-mail: m.melnykevych@theewc.org

With a copy to:
Ms Iryna Sabor, e-mail: i.sabor@theewc.org

Cover Letter for National Program in Education for Democratic Citizenship in Ukraine “Schools for Democracy” Logistics Partner

<p>Name and Address of the Company / NGO</p> <p><u>(Please attach Company Presentation as a separate document)</u></p>	
<p>Name, title and contact details of the contact person:</p>	
<p>Payment conditions (advance payment, partly advanced payment etc)</p>	
<p>Banking details</p>	
<p>Please briefly describe you experience in providing this type of services</p> <p><u>(Please include references, if available, separately)</u></p>	

The main contact person will be notified about the decision by **10 December 2015**.

In case our first collaboration proves successful, the EWC will consider further cooperation with the Company / NGO throughout the Program (organization of further trainings in Kyiv, Lviv and possibly other regions in Ukraine).